THE

HAND-BOOK

OF

RULES AND REGULATIONS

RELATING TO THE

LEAVE AND ALLOWANCES, &c.,

OF

OFFICERS EMPLOYED IN CIVIL DEPARTMENTS.

COMPILED BY R. C. TULLOH, EXAMINER OF CLAIMS

Third Edition

(*Including the Financial Department Codes*)

REVISED AND CORRECTED UP TO 1ST SEPTEMBER 1872,

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CONTENTS.

BOOK I

		Page.
PART I	—Governor General of India	1
II	—Governors of Madras and Bombay .	3
„	—Lieutenant Governors	4
III	—Members of Council	5
„	—Additional Members	7

BOOK II

PART I	—Judges of High Courts—Salaries ...	9
„	—Expenses of equipment and voyage ..	10
„	—Travelling Allowance	10
„	—Persons eligible to be Judges .	10
II	—Leave of absence, Furlough	12
„	—Privilege leave	15
„	—General Rules	16
III.	—Pensions	18

BOOK III

COVENANTED CIVIL SERVANTS.

PART I.	—Salaries, classification, &c.	22
„	—Limitation of Service	26
„	—Service Fund	27
II.	—Examination in the Oriental languages .	28
III	—Travelling allowance	33
„	—Rules regarding allowance of officers accompanying the Governor-General to Simla .	46
IV.	—Pensions	55

BOOK IV

CIVIL LEAVE CODE.

CHAPTER I.	—Preliminary	60
II	—Definitions . ..	62
III	—Furlough	65
IV	—Special Leave of Absence	69
V	—Subsidiary Leave of Absence . .	70
VI	—Privilege Leave	73
VII	—Examination Leave	76
VIII	—Joining Time	76
IX	—Extension and Commutation of Leave ..	79

		Page.
CHAPTER X	—Payment of Leave allowance ...	79
XI	—Last Pay Certificate	80
XII	—Return to Duty	84
XIII	—Applications for Leave	86

BOOK V.

ACTING ALLOWANCE CODE

CHAPTER I	—Definitions and Explanations ...	97
II	—General Rules	98
III	—Covenanted Civil Service	99
IV.	—Military officers in Civil Employ ...	101
V	—Public Works Department	103
VI	—Survey Department	105
VII	—Other officers	105
VIII	—Plural Appointments	107
IX	—Appointments on progressive salaries ...	110
X.	—Exceptional cases	114
	Law officers	117

BOOK VI

MILITARY OFFICERS IN CIVIL EMPLOY.

PART I	—Military Pay and Allowances, &c	..	121
,,	—House rent	...	127
,,	—Departmental Rules ...		129
,,	—Limitation of Service ..	...	141
II	—Travelling allowance ...	...	142
III	—Leave of Absence ...	...	173
,,	—CHAPTER I.—Furlough ...	...	176
,,	,, ,, —Free Passage ..	.	189
,,	,, ,, —Reckoning of furlough	..	192
,,	,, ,, —Subsidiary leave	. .	202
,,	,, ,, —Applications for Furlough	. .	194
,,	,, ,, —Last Pay Certificate	. .	204
,,	,, II —General Leave on private affairs and sick Certificate in India ..	...	206
,,	,, III —Privilege leave . .	.	208
,,	,, ,, —Subsidiary Rule. .	..	210
,,	,, ,, —Examination Leave	. .	211
,,	,, ,, —Joining Time . .	. .	212
,,	,, ,, —Furlough Rules of 1854	.	212
,,	,, ,, —Furlough . .	.	212

		Page.
PART III.—CHAPTER III.—Medical leave ..	..	214
„ „ „ —Indian limits ..	..	215
„ „ „ —Warrant and Non-Commissioned officers	..	215
„ „ IV —Service Funds..	..	218

BOOK VII

MEDICAL OFFICERS.

PART I —Covenanted Medical Officers—Salaries	...	221
„ —Uncovenanted ditto ...	..	230
„ —Subordinate Medical Establishment	...	234
II.—Covenanted Medical Officers Travelling allowance	...	244
„ —Uncovenanted ditto ditto	...	249
III —Leave of absence	...	254
IV —Service Funds	...	258

BOOK VIII

ECCLESIASTICAL OFFICERS.

PART I —Bishops	...	260
II —Chaplains—Salaries ...	...	263
„ —Advance for building purposes	...	266
III —Travelling allowance ..	...	268
IV.—Service Funds ..	.	274
V —Leave of absence—Preliminary	..	276
„ —Furlough	.	277
„ —Special Leave of absence ...		279
„ —Privilege Leave	...	280
„ —Applications for Leave ..		282
VI —Pensions	...	284

BOOK IX.

UNCOVENANTED OFFICERS.

PART I —Conditions of Service, pay, &c. ..	...	286
„ —Departmental Rules ...	...	289
II —Travelling allowance ...	.	307
III —Leave of absence—Preliminary	..	333
„ —Leave on Medical Certificates	..	335
„ —Leave on Private Affairs ...	..	335
„ —Furlough	..	336
„ —Leave without Allowances	.	336
„ —Subsidiary Leave	..	336
„ —Privilege Leave		337

		Page
PART III.—General	... ...	338
„ —Applications for Leave	... ...	339
„ —Examination Leave	... ..	340

CIVIL PENSION CODE.

CHAPTER I.—Definitions	... ...	341
II.—Extent of application	... ...	342
III.—General principles and general exceptions	... ...	343
IV.—Qualifying Service, first condition, Service under Government	... ...	345
V.—Qualifying Service, second condition, permanent and substantive employ	.	348
VI.—Qualifying Service, third condition, source of remuneration	.. ...	351
VII.—Officers lent to Native States, Municipalities, &c	. . ..	358
VIII.—Superior and Inferior Service		362
IX.—Periods of leave and suspension	...	366
X.—Forfeiture of Past Service	... .	367
XI.—Conditions of award of pension and gratuity	. ...	368
XII.—Amount of pension or gratuity	.	373
A.—For superior Service	...	373
B.—For inferior Service	... .	377
C.—For Service partly inferior and partly superior	... ..	378
XIII.—Calculation of pension and gratuity	.	379
XIV.—Application for pension or gratuity	..	382
XV.—Power of local Governments and of the Government of India	... ...	387
XVI.—Manner of Payment	... ...	389
XVII.—Place of payment	. .	392
XVIII.—Lapse and forfeiture of pensions	.	393
XIX.—Commutation of Pensions	. .	394
XX.—Re-employment of Pensioners and persons who have obtained gratuities	...	395
XXI.—Special rules for the Police	...	397
XXII.—Extraordinary Pensions	.. ...	406
APPENDIX A.—Forms	... ...	411
B.—Pension rules of 4th January 1831		418
C.—Extracts	... ...	422

BOOK X.

MARINE OFFICERS

		Page.
PART I.	—Pilot Service—pay and allowance ...	426
II.	———————Leave of absence ...	429
„	—Leave on private affairs	429
„	—Leave on furlough or on Medical Certificate	430
„	—General Rules	433
III.	—Pensions	434
IV.	—Engineers of the Marine Department ...	438
APPENDIX	A.—Rules for admission of Military Officers into the Staff Corps for employment in the Civil and Political Departments ...	i to xxxvii
	B.—Rules for advances for building purposes	xxxviii to xlii
	C.—Revised List of classified Civil Medical Stations and Jails ...	xliii to xlvii

BENGAL SECRETARIAT

RULES AND REGULATIONS

RELATING TO

LEAVE AND ALLOWANCES, &c.

BOOK I.

PART I.

Governor-General of India.

1 THE Governor-General of India draws a salary of Rs. 20,900 a month from the day on which he takes his oaths of office If they are administered in the afternoon, and there be an incumbent in the office, the salary usually commences from the following day. — 3 and 4 William IV Cap 85 Section 76.

2 If the Governor-General is on the receipt of any pension or salary, or annuity payable out of the Indian Civil or Military Funds, or by the Crown, his salary as Viceroy is reduced by the amount of such pension or other allowance, unless otherwise determined by an Act of Parliament. — Ditto ditto Section 77.

3 If resident in the United Kingdom when appointed, the Governor-General receives £5,000 as passage-money — Section 76.

4 If the Governor-General leaves India for Europe, his salary ceases from the date of his departure, which is considered a resignation of office. If he leaves India, other than in the known actual service of the State, his salary is — Ditto ditto Section 79

not payable during his absence to any Agent for his use, and should he not return, it ceases from the date of his departure from India.

3 and 4 William IV Cap 85 Section 79.

5. If the Governor-General resigns his office in India, he is required to do so by a declaration in writing under his own hand and seal to be delivered to the Secretary of the Public (Home) Department, and his salary ceases from the date of resignation

Ditto ditto and Victoria 24 and 25 Cap 67 Sections 50 and 51.

6. On a vacancy occurring in the office of Governor-General, and if no person provisionally appointed to succeed thereto be on the spot, the Governor of Madras or Bombay, who may be senior as regards service, acts as Governor-General until a successor is appointed, and assumes charge of the office. Pending the arrival of, and assumption of office by, such Governor of Madras or Bombay, the Senior Ordinary Member of the Council of the Governor-General acts *ad interim* as Governor-General

24 and 25 Victoria Cap 67 Section 51.

7. If the Governor of Madras or Bombay deems it necessary to assume the office of Governor-General under the above circumstances, before taking his seat in Council, he may do so making known the fact by proclamation.

Ditto ditto Section 27 3 and 4 William IV. Cap 85 Section 62

8 An Acting Governor-General draws the full salary of the office, foregoing for the time the salary appertaining to his own substantive appointment.

BOOK I

PART II.

GOVERNORS & LIEUT.-GOVERNORS.

Governors

9 The Governors of Madras and Bombay draw a salary of Rs. 10,666-10-8 a month each, commencing from the date on which they assume charge of office. — 3 and 4 William IV Cap 85 Sections 76 and 77.

10 They also receive a sumptuary allowance of Rs. 8,000 a year — Finl. Dept No 381, dated 8th January 1869

11. If resident in the United Kingdom when appointed, they are allowed £2,500 as passage-money. — 3 and 4 William IV Cap. 85 Section 76.

12. If appointed while in India, they draw actual expenses for joining their appointments. — Finl Dept, No 6302, dated 15th December 1863.

13. If a vacancy occurs in the office of Governor of Madras or Bombay, and no person provisionally appointed to succeed thereto be on the spot, the Senior Member of Council at the Presidency, other than the Commander-in-Chief, officiates as Governor, and draws the full salary of the office, foregoing for the time the salary of his own substantive appointment. — 3 and 4 William IV Cap 85 Section 76.

N. B.—The provisions of 3 and 4 William IV, Sections 77 and 79, alluded to in paras 2 and 4, are applicable *mutatis mutandis* to the Governors of Madras and Bombay

Lieutenant-Governors.

16 and 17 Victoria Cap 95 Section 95.

14 Lieutenant-Governors draw a salary of Rs. 8,333-5-4 a month, from the date on which they enter upon the duties of their office. If they enjoy, when appointed, any pension or other allowance, their salary is reduced by the amount of such allowance

Secretary of State No 53, dated 17th July 1863
Finl Dept No. 4254, dated 1st Sept. 1863
Finl Dept. No. 867, dated 20th January 1865

15. Lieutenant-Governors are provided, at the public expense, with a furnished house at the seat of their respective Governments, exclusive of all articles of luxury and ornament, such as plate, plated-ware, linen, glass and crockery, equipage and horses, pictures and statuettes, &c.

Finl. Dept No 867, dated January 20th 1865.

16 Lieutenant-Governors are allowed Rs 3,000 a year for the renewal and repair of the furniture in their official residences.

Ditto ditto No. 4254, dated 1st Sept 1863

17 They also receive Rs 500 a month as sumptuary or household allowance.

Secretary of State No 60, dated 10th Aug 1871.

18 Leave on Medical Certificate for not more than six months may be granted to a Lieutenant-Governor. A Lieutenant-Governor is not entitled to any other leave.

Supplement A of the Civil Leave Code.

BOOK I.

PART III

Members of Council

19 The Executive Council of the Governor-General consists of five Ordinary Members, three of whom are appointed by the Secretary of State for *India* in Council from among such persons as have been at least ten years in the service *in India*, of the Crown, or of the Company and the Crown, and if any one of them be in the Military Service, he is prohibited from holding any Military command or being employed on actual Military duties Of the two remaining Members, who are appointed by Royal Warrant, one must be a Barrister or a Member of the Faculty of Advocates in Scotland, of not less than five years' standing. 24 and 25 Vict. Cap. 67 Section 3 32 and 33 Vict. Cap 97 Section 6.

20. The salary of an Ordinary Member of the Council of the Governor-General is Rs 6,666-10-8 a month, commencing from the day on which he takes his oaths of office. 16 and 17 Vict Cap 95 Section 35 3 and 4 William IV Cap 85 Section 76.

21. Members of the Council of the Governor-General appointed by Her Majesty, if resident in the United Kingdom at the time of appointment, receive £ 1,200 as passage-money 3 and 4 William IV Cap 85 Section 76

22. A Member of the Executive Council of the Governor of Bombay or Madras, other than the Commander-in-Chief, draws Rs. 5,333-5-4 a month, commencing from the day on which he takes his oaths of office. 3 and 4 William IV Cap 85 Section 76.

N B—The provisions of 3 and 4 William IV, alluded to in para 2, are applicable *mutatis mutandis* to Members of Executive Councils

23 The leave admissible to an Ordinary Member of the Executive Council of the Governor General or of the Governor of Madras or Bombay, is regulated by Act of Parliament, Section 26 of 24 and 25 Victoria Cap 67

Section 26—It shall be lawful for the Governor General in Council or Governor in Council of either of the presidencies, as the case may be, to grant to an Ordinary Member of Council leave of absence, under medical certificate, for a period not exceeding six months, and such member, during his absence, shall retain his office, and shall, on his return and resumption of his duties, receive half his salary for the period of such absence, but if his absence shall exceed six months, his office shall be vacated

(Supplement B of the Civil Leave Code)

N B—Leave of absence to a Member of Council is allowable only once during his term of office.—*Secy of State No* 175, *dated* 16*th October* 1862

Secretary of State, dated 24th January 1863
Finl Dept. No. 534, dated 31st Jan. 1867.
Finl Dept No. 4860, dated 18th October 1871

24 Members of Council cannot quit India on privilege leave without vacating their appointments.

25 Members of Council when required to proceed with the Governor-General to Simla are allowed travelling expenses to and fro for themselves, their wives and children, but for no other member of their family, under the conditions and rules laid down for officers who accompany the Governor-General to Simla.

24 and 25 Vict. Cap 67 Section 27

26 When a vacancy occurs in the Executive Council of the Governor-General of India, or of

the Governor of Madras or Bombay, by death or resignation of a permanent Member, the Officer appointed to act in his place draws the full salary of the office from the date of taking charge, foregoing for the time the salary of his own substantive appointment if he holds any. When the vacancy is caused by absence on leave of the permanent incumbent, the acting Officer draws half of the salary of his own substantive appointment, and the moiety forfeited by the absentee See Acting Allowance Code, Section 33

N. B—The half salary alluded to in paras 23 and 26, means, in the case of a Military Officer, *bona fide half salary*, and not half of the difference between his Military pay and allowances and salary of appointment—*Financial Department, dated 1st July* 1865

27 An Officer provisionally appointed to succeed to the office of Member of Council on the occurrence of a vacancy, is not entitled to draw any salary by virtue of such appointment, until he actually takes his seat in Council

24 and 25 Vict. Cap 67 Section 5

ADDITIONAL MEMBERS

28 An Official Additional Member of the Governor-General's Council for making Laws and Regulations, draws from the date of his nomination, in addition to his own salary, a Deputation Allowance of Rs 616-10-8 per month, provided his aggregate allowances do not exceed Rs 50,000 per annum if they do, the excess is not drawn

Ditto ditto Section 2 Home Dept No. 443, dated 18th January 1862

Home Dept. No 1682, dated 27th July 1864

29 The above Deputation Allowance is drawn for the full term of office, including the period when the Council is in recess

Finl Dept No. 623, dated 7th June 1867 Ditto do. No. 1866, dated 22nd June 1869

N B—In consideration of the allowance being drawn during recess, it is restricted to 20 per cent on Rs 2,000 and 10 per cent on Rs 2,166-10-8 —*Financial Department No* 3394, *dated* 16*th November* 1868

24 and 25 Vict. Cap 67 Section 13. 30 The office of an Additional Member is tenable for two years, except when the nominee is appointed to fill a vacancy caused by death or resignation; in this case he holds the appointment only for the unexpired term of the vacant office.

Finl. Dept. No 534, dated 31st Jan. 1867 31 An Official Additional Member, while absent on Privilege Leave, continues to draw the Deputation Allowance of Rs. 616-10-8 a month.

Home Dept. No 1632, dated 27th July 1864 32 An Official Additional Member draws his own actual travelling expenses both on joining the Council and on re-joining his station The travelling expenses of his family are not paid by Government

Ditto ditto No 889, dated 30th May 1864 33 A Native Non-Official Additional Member of the Governor-General's Council draws Rs. 10,000 annually on the breaking up of the Council

24 & 25 Vict. Cap 67 Secs 10, 29 and 42. 34 If a Non-Official Additional Member of the Governor-General's Council accepts any office under the Crown in India, he vacates, by so doing, his seat in the Council.

BOOK II.

PART I.

JUDGES OF HIGH COURTS, &c.

Regulations by the Secretary of State in Council of India, under the provisions of 24 and 25 Victoria Cap. 104, Section 6, respecting the salaries, furloughs, retiring pensions and (where necessary) expenses of equipment and voyage of the Chief Justice and Puisne Judges of the High Court of Judicature of the Bengal Division of the Presidency of Fort William, Madras and Bombay and the North-West Provinces, and the Regulation by the Secretary of State in Council respecting the furloughs, leave of absence of certain other Legal and Judicial Officers.

SALARIES, &c.

No. 1.

35 The Chief Justice or Acting Chief Justice of the High Court at Calcutta shall receive as pay Rs 72,000 per annum, each Puisne Judge, and Acting Puisne Judge, Rs. 50,000 per annum, such pay being payable only in India. — Fin! Dept. notification No 3409, dated 29th Dec 1871

36 The Chief Justice or Acting Chief Justice of any of the High Courts at Madras, Bombay and the North-West Provinces, shall receive as pay Rs 60,000 per annum; each Puisne Judge or Acting Puisne Judge, Rs. 45,000 per annum, such pay being payable only in India — Ditto ditto

Expenses of Equipment and Voyage.

Finl Dept No. 8403, dated 29th Dec 1871.

37. For the purpose of defraying the expenses of equipment and voyage from England, there shall be allowed to a Chief Justice the sum of £1,000, to a Puisne Judge £800. But such allowance shall not be made to any person appointed to the office of Chief Justice or Puisne Judge who having been in India, may be, at the time of his said appointment, in the United Kingdom, with the intention to return to India.

Travelling Allowance

Home Dept No 4, dated 2nd Jan 1866

38. Judges of the High Court, Calcutta, proceeding on circuit, draw actual travelling expenses

Finl. Dept No 1822, dated 8th July 1867.

39. Judges of the High Court, Bombay, draw *bona fide* travelling expenses without submitting vouchers or details.

Finl Dept. No 874, dated 28th Jan 1868.

40. Judges of the High Court, Allahabad, and of the Chief Court, Punjab, draw actual travelling expenses.

Persons eligible to be Judges

24 & 25 Vict Chapter 104 Section 2

41 The following gentlemen are eligible to be Judges of a High Court —

1 Barristers of not less than five years' standing

2. Covenanted Civilians of not less than ten years' standing, who have been Zillah Judges or have exercised like powers for at least three years.

3. Uncovenanted Officers who have held Judicial Office not inferior to that

of a Principal Sudder Ameen (Subordinate Judge), or a Judge of a Small Cause Court, for five years

4. Pleaders of High Courts who have been such for ten years

42. Service as an Additional Judge trying a particular class of cases, does not qualify a Covenanted Civilian for a seat on the bench of the High Court, but service as a Zillah Judge, even when engaged on Civil Judicial business only, qualifies

Home Dept. No. 1547, dated 25th July 1864.

PART II

SUPPLEMENT C. OF THE CIVIL LEAVE CODE

Furloughs and leave of absence

DEFINITIONS.

Finl Dept. notification No 2008 dated 14th March 1872

43 (Rule I) —In the following Rules "actual service" includes the period during which a Judge is carrying on his duties in a High Court, also periods spent on privilege and subsidiary leave, and periods of vacation during which the Judge is not on furlough or "extraordinary leave."

"Extraordinary Leave" means any leave granted otherwise than under these Rules

FURLOUGH

Ditto ditto.

44 (II) —One year's furlough shall be placed to the credit of each Judge after the completion of every four years of actual service.

45 (III) —Except under Rules VI. and VII, no furlough shall be granted until at credit under Rule II.

Provided, that any Judge who may have been already in the service of the Government at the time of taking office in the High Court, and who was at that time entitled, under the rules applicable to the branch of the service to which he belonged, to furlough without medical certificate, may be granted furlough for a term not exceeding that to which he was so entitled, upon the condition that such furlough shall not be taken until the completion of two years' actual service in the High Court, and shall not exceed one year.

Ditto ditto.

46 (IV) —Except under Rule VII, furlough shall not be repeated until after the completion of

three years' actual service from the date of the last return from furlough or extraordinary leave

N B—The words "Furlough" and "Extraordinary Leave" in the above rule, mean furlough under these (High Court Judges) rules, and extraordinary Leave granted to an Officer since he has been a Chief Justice or Judge of a High Court

47 (V)—The maximum term of furlough to be taken at any one time shall be fifteen months — Finl Dept notification No 2008 dated 14th March 1872

48 (VI)—Under medical certificate, furlough may be granted before it is at credit under Rule II. — Ditto ditto.

49 (VII)—On urgent private affairs, furlough may be granted before it is at credit under Rule II, and although three years of actual service have not been completed since the last return from furlough or extraordinary leave; provided, that furlough under this Section shall not exceed six months, and shall be granted only once during the whole period of a Judge's service in the High Court. — Ditto ditto

50 (VIII).—The aggregate amount of all furlough which can be granted to a Judge, during the whole period of his service in the High Court, shall not exceed two years and a half — Ditto ditto.

51. (IX)—Furlough taken in India, shall be reckoned from the date of the Judge quitting his office, to the date of his return thereto Furlough taken out of India, shall be reckoned from the date of embarkation, to the date of return In the event of the furlough being taken partly in India and partly out of India, the commencement and termination of the fur- — Ditto ditto.

lough shall be respectively determined by the above rules, according as the furlough begins or ends, in or out of India.

Fina. Dept. notification No 2008, dated 14th March 1872.

52 (X)—For the interval elapsing between the date of quitting his office, and the commencement of furlough out of India, and between the termination of furlough out of India, and resuming his office, a Judge may be allowed subsidiary leave not ordinarily exceeding thirty days, which in special cases may be extended

Ditto ditto.

53. (XI)—A Judge, when on furlough, or subsidiary leave, shall receive allowances at the rate of Rs 833-5-4 per mensem in the case of leave taken in India or £1,000 per annum in the case of leave taken out of India

Ditto ditto

54 (XII)—Except under medical certificate, the number of furloughs to be granted at any one time, and the grant of furloughs to individual Judges, shall be subject to, and limited by, the exigencies of the service, which exigencies shall be determined exclusively by the authority granting the furlough

Ditto ditto

55 (XIII)—If, owing to the exigencies of the service, it may be necessary to place any limit on the number of Judges who may be absent on furlough at the same time, applications not supported by medical certificate will be granted in the following order —

The Judge to whose credit the greatest amount of furlough remains under Rule II shall have the preference.

If two or more applicants are on an equality in this respect, the preference shall be given to the applicant whose actual service in a High Court is longest, reckoning, in the case of a Judge who has not taken furlough or extraordinary leave, from the date of his commencement of service in the High Court, and in the case of a Judge who has taken furlough or extraordinary leave, from the date of his last return from such furlough or leave

If two or more applicants are equal in both respects, the preference shall be given to the senior in the Court

PRIVILEGE LEAVE.

56. (XIV).—Subject to the exigencies of the service, a Judge who has completed eleven months' continuous duty inclusive of vacations may, if the Government is satisfied that there is an urgent necessity, but not otherwise, be granted privilege leave for one month without deduction from his salary or acting allowances. Finl. Dept notification No 2008, dated 14th March 1872

57. (XV).—In the same manner and under the same conditions, an additional month of privilege leave shall be held to accrue to a Judge after each further period of eleven months' continuous duty Ditto ditto.

58 (XVI).—Privilege leave shall not be taken in instalments, but any balance of privilege leave that may not have been taken, shall be added to the next privilege leave which may accrue, provided that the whole privilege leave Ditto ditto.

taken at any one time, shall not exceed three months, and that any accumulation of privilege leave beyond that period shall be forfeited.

N B—Financial Resolution of the Government of India, No 401, dated 24th April 1869, shall not be held to apply to a Chief Justice or Judge of a High Court even though under Rule XXIII he may elect to abide by former rules Whatever rules such an Officer may elect, privilege leave shall not be granted to him except on urgent necessity being shown

GENERAL.

Final Dept notification No. 2008, dated 14th March 1872

59 (XVII).—Furlough and privilege leave shall not be taken as such in continuation of each other, but if a Judge absent on one of these classes of leave be allowed to change it for another, the whole period of his absence shall be held to be under the class of leave for which it was changed.

Ditto ditto.

60 (XVIII)—Application for leave shall in all cases be submitted in such manner as the Government may, from time to time, prescribe

Ditto ditto.

61. (XIX)—Leave allowances shall be payable monthly, if payment is taken in India, and quarterly, if payment is taken in England.

Ditto ditto.

62. (XX).—No substantive appointment shall be vacated merely by reason of leave being granted under these rules

Ditto ditto

63. (XXI)—If a Judge shall overstay any leave, he shall forfeit all salary during the time of his remaining so absent, and if he shall so continue absent for more than one week, his office shall be liable to become vacant

64 (XXII)—No leave, except privilege leave, and leave subsidiary to furlough, shall count as service for pension. Finl Dept notification No. 2008, dated 14th March 1872.

65. (XXIII)—Each Judge who stood appointed to a High Court on the 7th August 1869, and has taken no leave since then, shall, on the next occasion of his taking leave, be given the option of accepting these rules, or abiding by those in force before that date for Judges of the High Courts of Judicature Any Judge who has taken leave since the 7th August 1869, must abide by the rules he elected when taking that leave. Ditto ditto

N. B—Under the above rule, a Covenanted Civil Servant who stood appointed as a Judge of a High Court on the 7th August 1869, may take leave on Medical certificate under the rules which were in force before the 1st July 1868 for the grant of such leave to Covenanted Civil Servants generally.

66. (XXIV)—If a Judge who is a Covenanted Civil Servant, shall be permitted to resign his office and remain in the service, all leave which he may have taken as a Judge of the High Court, shall be reckoned as if it had been taken under the Rules for the leave of absence of Covenanted Civil Servants. Ditto ditto.

67. (XXV)—The above rules regarding furlough, leave of absence (I to XXIV.) are, with the modifications *A & B* below stated, applicable to the following Officers.—

Barrister Judges of the Chief Court, Punjab,

Recorders in British Burmah.

First Judges of Small Cause Courts at the Presidency towns.

Secretary to the Council of the Governor-General for making Laws and Regulations

MODIFICATIONS, ABOVE INDICATED

A.—The allowances of these Officers, while on furlough or subsidiary leave, shall not exceed half their salaries, and shall be limited also to the rate prescribed in Rule XI

B—The privilege leave of the officer last named shall be regulated by the Civil Leave Code

PART III

SUPPLEMENT B CIVIL PENSION CODE.

Pensions

[*Note*—The following are the regulations made by the Secretary in Council of India, under the provisions of 24 and 25 Victoria Cap 104 Sec 6, respecting the retiring pensions of the Judges of the High Courts They were approved in the Judicial Despatch by the Secretary of State No 43, dated 11th October 1871]

Final Dept. notification No 239, dated 10th January 1872.

68. (I).—A Chief Justice of the High Court at Calcutta, after an actual service of eleven and a half years, as Judge of the High Court, of which at least half shall have been in the office of Chief Justice, shall receive a pension not exceeding £1,800 per annum.

Note—In these rules "actual service," includes the period during which a Judge is carrying on his duties in a High Court also periods spent on privilege and subsidiary leave, and periods of vacation during which the Judge is not on "furlough or extraordinary leave"

"Extraordinary leave" means any leave granted otherwise than under the rules made by the Secretary of State in Council of India, under the provision of the Act of Parliament

69. (II)—A Puisne Judge of the High Court at Calcutta, on the same terms as to length of service, shall receive a pension not exceeding £1,200 per annum. Final Dept notification No 239 dated 10th January 1872

70 (III).—A Chief Justice of the High Courts at Madras, Bombay and the North-Western Provinces, respectively, after an actual service of eleven and a half years, as Judge of the High Court, of which at least half shall have been in the office of Chief Justice, shall receive a pension not exceeding £1,500 per annum Ditto ditto

71 (IV)—A Puisne Judge of the High Court at Madras, Bombay and the North-Western Provinces, respectively, on the same terms as to length of service, shall receive a pension not exceeding £1,200 per annum Ditto ditto

72 (V)—A Chief Justice or Puisne Judge compelled to retire, on Medical certificate, after six years and nine months' actual service, shall receive a pension not exceeding one-half the amount of pension allowed for the full period of service. Ditto ditto

73 (VI)—In the event of a Judge of the High Court, selected from the Covenanted or- Ditto ditto

Uncovenanted Services, receiving a pension under these rules, he will not be entitled to any pension or retiring allowance under the rules applicable to Covenanted and Uncovenanted Servants respectively.

Finl Dept. notification No 239, dated 10th January 1872

74. (VII)—When a Judge of the High Court selected from the Covenanted or Uncovenanted branches of the Civil Service, is permitted to retire before completing the full period of service entitling him to the pension of a Judge of that Court, he shall, on retiring, receive such a pension as he would be entitled to under the rules applicable to Covenanted and Uncovenanted Servants respectively, reckoning the period during which he shall have served as Judge of a High Court towards his time for such pension.

Ditto ditto

75 (VIII)—Provided, however, that if a Judge of the High Court, selected from the Covenanted or Uncovenanted branches of the Civil Service, shall be compelled to retire, on Medical certificate, after six years' and nine months' actual service, he shall be allowed the option of taking his pension or retiring allowance, either under these rules or under the rules applicable to the service to which he belongs

Ditto ditto

76. (IX)—A Judge of the High Court, selected from the Covenanted Civil Service, shall be required to continue his subscription to the Civil and Civil Service Annuity Funds

Ditto ditto

77 (X).—If a Judge be transferred from one Court to another, the period he shall have offi-

ciated in the first Court, shall count as service qualifying for retiring pension.

78. (XI)—If a Puisne Judge be promoted to be Chief Justice in the same or another Court, the time he will have served as Judge will count for pension, according to the rate of a Judge's pension, and the time he shall serve as Chief Justice will count for pension according to the rate of a Chief Justice's pension. Finl Dept notification No. 249, dated 10th January 1872

79 (XII)—If a Judge of Madras, Bombay, or North-West Provinces be promoted to be Chief Justice of Calcutta, the time he will have served as a Judge will count for pension at the rate of a Judge's pension, and the time he will serve as Chief Justice of Calcutta will count for pension according to the rate of such Chief Justice's pension. Ditto ditto.

80 (XIII)—If a Chief Justice of Madras, Bombay, or the North-West Provinces be transferred to be Chief Justice of Calcutta, the time he shall have served in the former capacity will count for pension according to the rate of pension of a Chief Justice of Madras, Bombay, or the North-West Provinces, and the time he shall serve as Chief Justice of Calcutta, shall count for pension according to the rate of pension of a Chief Justice of the High Court of Calcutta. Ditto ditto.

Note.—Regarding pensions of the officers alluded to in para 67, see Civil Pension Code

BOOK III.

PART I.

COVENANTED CIVIL SERVANTS.

Salary, &c

81 Covenanted Civil Servants are classified as follows — Court's Despatch No 16, dated 13th Aug 1841 General Department dated 27th September 1841

Civilians of thirty-five years'	Standing, Class		I
,, of twenty years'	,,		II
,, of twelve years'	,,		III
,, of eight years'	,,		IV
,, of four years'	,,		V
,, of under four years'	,,		VI

82 The rank in the Service of Covenanted Civil Servants of each season, reckons from the date of arrival in India of the first Civil Servant of that season, (and should be considered to count by terms—*Home Department No* 5439, *dated* 14*th November* 1864. Finl Dept dated October 1860, C G, p 2923, dated 3rd Nov 1860

83 A Covenanted Civil Servant who is restored to the service after an absence of five years —takes rank according to his position in the service at the time of his departure from India, and on his return, he is placed below any Civilian who may have passed the same or a longer time in India up to the date of his quitting the country 53 Geo III cap 155 Sec 85

84. A Covenanted Junior Civil Servant on first appointment to the service, draws a salary of Rs 400 a month, from the date on which he reports his arrival either at the seat of the Government to which he is attached, or at any station to which Finl. Dept. No 861, dated 5th May 1869, Ditto ditto No 990, dated 14th Feb 1870

he may proceed direct by order of that Government at his own request If appointed to the Bengal Presidency, he draws pay from the date of reporting his arrival at Calcutta, the Head-Quarters of that Presidency, and if appointed to the Punjab and should he proceed there without passing through Calcutta, he draws pay from the date of reporting his arrival at Lahore

Fml Dept No 1986, dated 19th Aug 1865
Ditto ditto dated 28th February 1866
Ditto ditto 7th July 1866
Home Dept No 1443, dated 19th March 1862

85. On passing the Lower Standard of Examination, and being vested with the powers of a Subordinate Magistrate, 1st class, he draws Rs. 450 a month, and on passing the Higher Standard, and on being vested with the full powers of a Magistrate a salary of Rs. 500 a month.

NOTE —The above rule is not applicable in Bengal, where a Covenanted Civilian on passing in the languages by the Lower Standard at least and on being vested with the powers of a Subordinate Magistrate, 1st class, draws Rs 450, on the certificate of the Magistrate and Collector or Commissioner that he is capable of understanding ordinary witnesses, and on passing both languages by the Higher Standard and in Local Laws draws Rs 500 if his Superior Officer certify that he is a competent Officer and is fit to take charge of a Sub-Division or other important duty —*B. G , dated 6th September* 1871

N B —Civil Servants employed in Oudh on settlement duties, are allowed to draw increased salaries of Rs 450 and 500 on passing the appropriate examinations, though not vested with corresponding Magisterial powers —*Fml Dept No* 3487, *dated 1st November* 1867

N W P Govt, No 778A, dated 23rd July 1869.

86 Increased authority granted in one Department, (Revenue or Judicial), without a corresponding increase in the other, does not entitle an Officer in the N. W. P to augmentation of

salary. For instance, an Assistant vested with the full powers of a Magistrate, and with those of a Deputy Collector for the trial of cases under Acts X. 1859 and XIV. 1863, *only* receives Rs 450. An Assistant vested with the full powers of a Magistrate *only*, or with those of a Deputy Collector under Regulation IX 1833 *only*, draws Rs 400 But an Assistant vested with the powers of a Deputy Collector under Regulation IX 1833, *and with those of a Subordinate Magistrate 1st class*, draws Rs 450.

87. A Covenanted Civil Servant when out of employ in *India* or under suspension, draws subsistence allowance of his rank *Vide* Civil Leave Code.

General Department No 702, dated 20th Dec 1837
Courts Despatch No 18, dated 26th May 1858

88. A Covenanted Civil Servant losing a permanent appointment owing to abolition of office, draws while unemployed, under orders of Government, an allowance not exceeding two-thirds of the salary of the office abolished On succeeding to a permanent appointment, this allowance ceases, but if the emoluments of the new office be inferior to those of the office previously held, the Government may grant the difference between the salaries of the two appointments, or any portion of it, as an extraordinary or personal allowance.

Finl Dept No 1715, dated 7th July 1871.
Courts Despatch No 24, dated 28th Aug. 1844.

N B—The above ruling is not applicable to offices abolished, which were sanctioned for a limited term—*Secretary of State No* 33, *dated* 21*st April* 1859

89 Junior Covenanted Civil Servants, on their first arrival in India, are allowed to draw, for joining their appointments, an advance of

Finl Dept No 788, dated 25th May 1869

pay for the current month and one month more, up to a maximum of rupees 1,000 recoverable by monthly instalments equal to one-third of salary.

90. Advances made by the Home Authorities to Officers in the Civil Department returning to India from leave, or coming out on appointment to the public service, are recoverable by monthly instalments of one-third of salary.

Finl Dept No 788 dated 25th May 1869

This rule is of General Application

91. An officer requiring an advance of pay on return from leave to join his appointment, should apply to the Comptroller General of Accounts, who may authorize payment up to the end of the month in which an officer arrives from England or of the ensuing month, provided that in the latter case the amount does not exceed Rs 1,000.

Ditto ditto No 1007, dated 24th June 1867

This rule is of General Application

92. A Covenanted Civilian taking the benefit of the Insolvent Act, is suspended, pending the decision of the Home Authorities.

Court's Despatch dtd 22nd March 1854
Home Dept. dated 26th Jan. 1855

93 When the salary of an Officer is increased or reduced by order of the Secretary of State, the increase or reduction takes effect from date of receipt of the orders by the Financial Department, but if the order emanates from the Financial Department, effect is given from the date of order If the salary of an Officer is progressively increased by annual increments, service towards the increase reckons from either of the above dates, as the case may be

Financial Department No 806, dated 17th June 1859
Ditto ditto No 1854, dated 19th Augt 1869

This rule is of General Application

Finl Dept No 2142, dated 12th Mar 1860
Ditto ditto No 2661 dated 23rd March 1869

94 An Officer whose salary is increased or who is promoted whilst absent on other than privilege leave, is not entitled to the higher salary until he joins his appointment, and then he cannot claim it with arrears

This rule is of General Application

Finl Dept No 568, dated 2nd June 1854
Ditto ditto dated 18th June 1855.

95 The maximum salary of a Covenanted Civilian holding any situation below that of a Member of Council, is rupees 50,000 a year Any Civil Servant who may happen to draw larger allowances than this annual sum, as a consolidated personal and sumptuary allowance, in consideration of the necessary expenses of his position, is, in all cases of absence, privilege leave not excepted, treated in respect to deduction as drawing only the allowance thus limited The excess is considered as a local addition to the usual acting allowance to be drawn by the Officer acting in the appointment

Finl Dept No 939, dated 23rd April 1847.

96 The salary of a deceased Officer is paid up to date of demise inclusive, and that of his successor, if immediately appointed to the vacant office, from the following date

This rule is of General Application

Limitation of Service

Finl Dept dated 8th June 1855
Court's Despatch No 74, dated 28th Oct 1857
Finl Dept No 3, dated 15th Jan. 1858.

97. After a service of 35 years which reckons from the date of arrival in India, a Covenanted Civil Servant is required to retire from the service unless specially permitted to remain longer by order of the Secretary of State If the 35 years' service expires after the first of May, he is allowed to continue in Office until the 30th April following.

98 A Covenanted Civil Servant who, in the opinion of the Local Government to which he is subordinate, becomes unfit for further good service by age, infirmity or other disqualifying cause, may be placed in the out of employ list, in case he does not retire of his own accord.

Court's Despatch dated 27th May 1835

99. A Covenanted Civil Servant is not permitted to resign the service until he produce a "No demand certificate"

Fml Dept No 158, dated 14th Nov 1855
Court's Despatch No 40, dated 21st May 1856

100 A Covenanted Civilian resigning the Service ceases to draw any salary of office from the date of resignation inclusive

Government of Bengal No. 1208, dated 30th Dec 1840

Service Fund

101 The following contributions, on account of funds, are levied from the salaries and all other public emoluments whatsoever of Covenanted Civilians in the Bengal Establishment, travelling allowance excepted By travelling allowance is meant mileage rates, and not fixed daily or monthly rates which are liable to deduction.

Pension Fund ...	..	4	per cent
Civil Fund, Ordinary	...	2½	„
„ „ Additional	.	2	„
For a Girl ...	...	4	annas
For a Boy ...	..	2	„

When a Civil Servant becomes a widower, he contributes double rates for children and nothing for Additional Civil Fund

102. Subscriptions to the fund are not refunded in the event of an Officer dying or resigning the service before being entitled to an annuity.

Secy of State No. 193, dated 25th Nov 1862

BOOK III.

PART II.

COVENANTED CIVIL SERVANTS.

LANGUAGES.

The following Amended Rules for the encouragement of the study of Oriental languages among the Junior Members of the Bengal Civil Service have been substituted for those notified under date 11th June 1867 —

Home Dept No 1614, dated 24th March 1870

103 (I)—The "Rules for the examination and control of the newly-appointed Members of the Bengal Civil Service," passed under date the 2nd October 1861, are cancelled

104. (II)—The following Rules* are prescribed for the encouragement of the study of Oriental languages among the Junior Members of the Bengal Civil Service

105 (III).—The standards of examination and the donation to be given to successful candidates will be as follows, *viz.* —

	Languages	*Donations on passing*	
	VERNACULAR, CLASSICAL	Rs.	
(1) High Proficiency	Hindoostanee	1,000	With Certificate from the Presiding Examiner
	Hindee	1,000	
	Bengalee	1,000	
	Oorya	1,000	
	† Persian	2,000	
	Arabic	2,000	
	Sanscrit	2,000	

* These Rules do not in any way affect the Departmental Examinations in Law, Language, &c, which Junior Civilians have to pass under the orders of Local Governments according to what are called the 1st and 2nd Standards.

† Persian has been placed on the same footing as Arabic and Sanscrit, because the Governor-General in Council considers it very expedient specially to encourage the study of that language by the Members of the Civil Service

(2) Honors	Hindoostanee	2,000	With Diploma signed by the Head of the Government of India
	Hindee	2,000	
	Bengalee	2,000	
	Persian	4,000	
	Arabic	4 000	
	Sanscrit	4,000	

Note —Donations for High Proficiency and Honors are not given to a Civil Servant for passing in the Vernacular languages of the District in which he was born or educated. The local Government determines in each case what languages come within the above definition —*Financial Department No* 32, *dated* 6*th January* 1872

106 (IV) —The first language in which a Civil Servant will be permitted to offer himself for examination by either of the two higher standards will be— Home Dept. No 1614, dated 24th Mar 1870

For Civil Servants attached to the Lower Provinces of Bengal	Bengalee or Ocrya
For Civil Servants attached to the Upper Provinces.	Hindoostanee or Persian

and it is not till after a certificate of High Proficiency shall have been obtained in such language that a Civil Servant will be eligible to present himself for distinctions in other languages

A Civil Servant will be at liberty to present himself for examination in the obligatory and another language simultaneously, but no report of his proficiency in the *second* language shall be prepared, unless he is declared to have passed in the obligatory language.

107 (V)—No Civil Servant will ordinarily be permitted to appear more than twice as a candidate at any examination, but if a special Ditto ditto

recommendation be made by the Examiners, a candidate will be allowed to appear at a third examination

Home Dept No 1614, dated 24th Mar 1870

108. (VI).—No Civil Servant will be permitted to present himself for the High Proficiency or Honor Examinations after the expiration of seven and ten years respectively, counted from the date of his first arrival in India. No exception will be made to this rule on account of leave or any other cause.

Home Dept No 1614, dated 24th Mar. 1870

109 (VII)—Civil Servants who may have passed examinations under the Rules of 1861, shall not be eligible to compete at corresponding examinations in the same language or languages under the Rules now passed

Ditto ditto

110. (VIII)—Examinations will be held quarterly on the first Monday in January, April, July and October of each year, at Calcutta. Civil Servants desirous of attending examinations, must apply for leave to do so to the Local Government at least three months before the date of the examinations

Ditto ditto.

111 (IX)—The following is the test for the High Proficiency Examination —

1*st*—Construing with readiness and accuracy, from the under-mentioned books —

(1) Hindoostanee	1	Ikhwan-us-Safa
	2	Nasr-i-Be-Nazir
	3	Araish-i-Mahfil
	4	* The Musnaviyat of Sauda
(2) Hindee	1	Rajniti
	2	Prem Sagar
	3	Vidyankar
	4	* The Second Book of the Ramayana

(3) Bengalee	1	Dasa Kumar Charita
	2	Betal Panchabimshati
	3	Parush Parikhya
(4) Oorya	1	Hitopodesha
	2	Batris Singhasan
	3	The songs of Jayadeva otherwise known as the Gita Gobind
(5) Arabic	1	Ikhwan-us-Safa
	2	Nathat-ul-Yaman
(6) Persian	1	Gulistan
	2	Bostan
	3	Anwari Soheili
(7) Sanscrit	1	Hitopodesha
	2	Raghuvansa

2ndly —Translating into English with accuracy a passage in narrative style, not taken from the test books

3rdly —Translating with accuracy of idiom and neatness of expression into the language in which the examination is held, an English paper in narrative style

4thly —Translating in like manner a paper of English sentences

112 (X)—The following is the test for the Honor Examination — Home Dept No 1614, dated 24th Mar 1870

1st —Construing with readiness and accuracy from the under-mentioned books —

(1) Hindoostanee	1	Nasr-i-Be-Nazir
	2	Fisanah-i-Ajab
	3	Dewan-Atash (1st half)
	4	Kuliyati Sauda, extracts from (College Edition)
(2) Hindee	1	Rukmini Parinaya
	2	Sabha Bilas
	3	Ramayan by Tulsi Das
	4	Ram Gitaboli
(3) Bengalee	1	Kadambari
	2	Dasa Kumar Charita
	3	Mahabharata
	4	Probodh Chandrika
(4) Arabic	1	Hammasah
	2	Tamar Namah
	3	Muquamati Hariri

(5) Persian		1 Akhlaqui Jalali 2 Inshai Abalfazl 3. Sikandar Namah 4 Dewani Hafiz
(6) Sanscrit	...	1 Viracharita 2. Kirtarjuniya 3 Sakuntala Nataka

2*ndly* —Translating into English with accuracy two passages, one in prose and the other in poetry—selected from some difficult work not being a test book

3*rdly* —Translating a difficult passage from English with accuracy, elegance, and neatness of expression, and perfect correctness of spelling and grammar

4*thly* —Conversing (in the Vernacular Languages) with accuracy and fluency

Home Dept. No 1614, dated 24th Mar 1870

113 (XI)—The Honor Examination will be of a searching character, and the exercises, both oral and written, must be performed with such excellence as distinctly to establish a claim to eminent proficiency

Ditto ditto

114 (XII).—Any Civil Servant attached to the Lower Provinces who may have obtained a certificate of High Proficiency in Bengalee, and any Civil Servant attached to the Upper Provinces who may have obtained a similar certificate in Hindoostanee or Persian, under the Rules of the 2nd October 1861, will be deemed to have satisfied the conditions laid down in Rule IV.

BOOK III.

PART III

COVENANTED CIVIL SERVANTS

Travelling Allowance.

General Rules.

115 A Covenanted Civil Servant on appointment to the service, is not allowed travelling expenses to join his first appointment, but if subsequently transferred to another station, he draws travelling allowance for joining that station under the rule laid down in the following para. — Fin. Dept No 30, dated 5th May 1869

116 A Covenanted Civil Servant transferred from one appointment to another for the convenience of the public service, but not *on substantive promotion, o at his own request*, draws travelling allowance at 8 annas a mile by dâk, and 3 annas by rail, to join his new station — Ditto ditto No, 5093, dated 10th Sept 1858

117 A Covenanted Civil Servant transferred from one station to another to *act* in a higher appointment, is entitled to travelling allowance, even if he applied for such transfer — Ditto ditto No 8297 dated 3rd July 1861; Ditto ditto, No 1220, dated 8th Feb 1862

118 An Officer of the Civil Administration reduced in grade as a punishment and transferred to another station, is entitled to travelling allowance for joining his new station — Ditto ditto No 8685, dated 8th Dec 1870

This rule is general

119 When a Covenanted Civil Servant holding no appointment returns from leave, he is not — Ditto ditto No 834, dated 22nd Feb 1845

entitled to travelling allowance for joining a first appointment, either in an acting or permanent capacity If he is transferred to an acting appointment a second time, he draws travelling allowance

Finl Dept No 2143, dated 12th Aug 1858 Ditto ditto No 3180, dated 28th April 1862

120 An Officer whose appointment is changed during absence on leave, draws travelling allowance either from the place where he receives the order of Government, or from his old station, whichever may be least expensive to Government. For example, A is transferred, while on leave at Calcutta, from Gowhatty to Patna, he will draw travelling allowance for the distance between Calcutta and Patna, and not from Gowhatty to Patna.

This rule is general

Ditto ditto No 11, dated 4th Jan 1870

121 If an Officer *en-route* to join a station to which he has been transferred takes leave without joining that station, he draws travelling allowance, provided that he could have claimed it had no leave been granted to him

This rule is general

Ditto ditto No 1817, dated 24th Feb 1870

122 When an Officer is permitted for his own comfort or convenience to conduct the duties of his Office temporarily at a hill station where his services are not required by the Government to which he is subordinate, no extra expense either for travelling allowance, or deputation to Clerks, &c, is allowed

This rule is general

Ditto ditto No 2749, dated 24th Sep 1867 Ditto ditto No 3076, dated 10th Sep 1869

123 A Junior Civil Servant is not entitled to travelling allowance when he proceeds to pass an examination for Proficiency or Honors in the

Oriental languages, unless he obtains a reward at such examination, he then draws travelling allowance for journeys exceeding 5 miles, to and from the place of examination

124 When a Junior Civil Servant who is on the receipt of a fixed monthly district travelling allowance, obtains a reward for passing a successful examination in an Oriental language, he may either draw his fixed monthly travelling allowance for the period of his absence on leave granted before and after the examination, or the allowance admissible to him under the preceding para., but not both. Finl Dept. No 595, dated 31st May 1870.

125 A Junior Civil Servant in Bengal, who is required to pass the Departmental Examination by the *First* or Lower and *Second* or Higher Standards, is allowed travelling allowance to and from his station for attending each of the first three examinations on both occasions No travelling allowance is allowed for attending more than three examinations by each standard Bengal Govt notification dated 18th Sept 1868

126 An officer, if entitled to travelling allowance under the rules, is allowed a first class passage when proceeding by sea If his salary exceed Rs 600 a month, table-money at Rs 8 a day is deducted for the number of days occupied in the voyage, provided the cost of passage includes charge for wines, &c , if it is exclusive of such charge, Rs. 4 a day are deducted. If his salary does not exceed Rs. 600 a month, table-money at half of the above rates is deducted Finl. Dept No 1467, dated 23rd July 1866.

N B—Table-money is recoverable for the number of days, *viz*, from the first to the last day on which an Officer

dines on board the vessel —*Financial Department No* 1371, *dated* 10*th July* 1867

Fin! Dept No 778 dated 9 st Jan 1872

127 An officer provided with a free passage by sea is allowed free passage for the number of servants shown below

When provided with first Class Passage	*No of servants*
If his monthly salary be Rs 1 000 or more	3
Ditto ditto less than „ 1,000 ..	2
When provided with Second Class Passage	
If his monthly salary be Rs 400 or more ...	2
Ditto ditto less than „ 400 but less than „ 100	1
Ditto ditto less than „ 100 .	Nil

This rule is general

Ditto ditto No 2284 dated 24th April 1868

128 When an Officer temporarily absent on duty from Head-Quarters proceeds by sea, and is provided with a free passage, he is permitted to draw half of the daily allowance which he would have drawn had he travelled by land, for the number of days occupied in the voyage or for which he is required to pay table-money.

This rule is general

Ditto ditto No 1282, dated 28th July 1868

129. The *half daily allowance* alluded to in the preceding para is the equivalent of the mileage rate Any daily allowance that is given in addition to mileage while travelling by land, is not affected by the grant of a free passage For instance, A draws 8 annas a mile and Rs. 5 a day while travelling by land If he is provided with a free passage, he draws Rs 2-8 a day in lieu of mileage and Rs 5 a day besides. If, when travelling by land, he is allowed 8 annas a mile or Rs 5 a day, he draws Rs 2-8 when proceeding by sea.

N B —This rule is general, the equivalent of a mileage, rate for Officers for whom no daily rate has been fixed,

is reckoned at Rs. 5 a day for those who draw 8 annas a mile, and at Rs 3 a day for those who draw 4 annas a mile, and Rs 6 for Chaplains

130 An Officer proceeding on duty in a private River Steamer is entitled to actual passage-money.

Finl Dept. No 874, dated 14th Jan 1859
Di to ditto No 2087, dated 20th April 1865.

N B—The scale of servants fixed for Officers when proceeding by sea, is applicable to passages by River Steamers,—*Finl Dept, dated 16th October* 1867

This rule is general

131 A Covenanted Civil Servant drawing a salary of Rupees 23,000 a year or more, for whom no special rate has been sanctioned, is not entitled to any travelling allowance when proceeding into the interior of his district on duty.

Government of Bengal Judl and Revenue, dated 30th Jan and 16th June 1840
Finl Dept No 232, dated 30th Apl 1860

132 A Covenanted Civil Servant when proceeding into the interior of his district on settlement or other duty, should elect between a mileage rate for the distance actually travelled, and a daily rate of Rs 5, for the entire period of his absence from Sudder Station having once made his election, he cannot alter the rate

Finl Dept No 3228, dated 14th Aug 1858
Ditto ditto No. 7970, dated 31st Dec 1858

133 A Covenanted Civil Servant proceeding into the interior on settlement duty, draws for halts exceeding a fortnight, half the usual allowance, provided his operations are confined within a single district, if they extend over more than one district half tentage is drawn for halts beyond a month

Ditto ditto No 1259 dated 20th March 1857

N B—Assistant Magistrates and Collectors in Bengal deputed into the interior on duty, and temporarily residing in some Sub-Divisional building or elsewhere, draw full rates for the first month, and half rates for the second and third months After the third month the halting allowance ceases See Rules for Sub-Divisional Officers, Appendix C.

In the Central Provinces, full allowance is drawn for 8 days, and half allowance for halts not exceeding a month — *Fincl Dept No 2278, dated 3rd September* 1868

Home Dept No 1864, dated 22nd Dec. 1869

134. An Officer in camp is only entitled to charge Government the cost of carrying one office-tent for himself, one tent for his Native establishment while engaged in official work, one tent for Chupprasies, and one for his Police Guard, in cases where he is entitled to a guard The carriage of private tents or of Government tents, when used for private purposes, should be paid for by himself If tents are used partly for private and partly for official purposes, half the cost is defrayed by Government

This rule is general

Finl Dept., No 1287 G d 6th Dec. 1862

135 Travelling allowance to Officers employed in tents at a distance from Head Quarters, is passed on a certificate to the effect that they were absent from their stations on public duty, and they were entitled to the tentage charged for

This rule is general

Ditto ditto No 615, dated 20th Jan 1860

136. Travelling allowance is not payable to an Officer unless he proceeds to a greater distance than five miles from Head-Quarters

This rule is general, the exception being in favor of Ecclesiastical Officers who get travelling allowance if they proceed beyond three miles

Ditto ditto No 189, dated 21st April 1869

137 An Officer travelling on the public service, should, as a rule, take the most expeditious route and his travelling allowance should be drawn for the route actually taken and for no other.

This rule is general

Ditto ditto No. 4792, dated 14th July 1862
Ditto ditto No 83, dated 11th Aug 1862

138 An Officer transferred from one appointment to another, is required, when claiming travelling allowance, to produce a certificate from the

authority making the transfer that it was for the benefit of the public service. The certificate should be attached to his bill

This rule is general.

N B —The Certificate referred to is not always required In the absence of any order to the contrary every transfer should be understood to have been made in the interests of the public service — *Bengal Govt., dated 16th Feb* 1866

139 Every Officer claiming travelling allowance for proceeding into the interior of his district on duty, should obtain the countersignature on his bill of the Commissioner of the Division or the Resident Agent, or other Officer under whose superintendence the district to which he is attached may be placed

Final Dept No 13, dated 10th Feb 1860

This rule is general

140 Travelling allowance whether at the daily or annual rate cannot be drawn during absence on leave of any description

Ditto ditto No 1480 dated 12th March 1869

Ditto ditto No 3076, dated 10th Sept 1869.

This rule is general

141 In computing travelling allowance charges, fractions of a mile are, as a rule, thrown out of calculation In the Punjab, however, Officers are allowed to charge for fractions of a mile not less than one furlong

Ditto ditto No 868, dated 7th May 1866

This rule is general

142 When an Officer travels on any service which is for the benefit of a Local Fund, his travelling allowance is debited to such fund, but as an exception to this rule, when a Magistrate proceeds into the interior of a district to preside at a meeting of a Municipal body of which he is *ex-officio* a member, his travelling charges is borne by the State

Ditto ditto No 5699, dated 17th Nov 1863

Ditto ditto No 2849 dated 30th Sept 1867

This rule is general

Fnl Dept No 3024, dated 31st Augt 1871

143 An officer summoned as a witness to give evidence in a criminal case, under Section 438 of the Criminal Procedure Code is allowed actual travelling expense

This rule is general

Special Rules

Ditto ditto No 2599, dated 19th June 1857

144 *Members of the Board of Revenue* —A Member of the Board of Revenue, N W Provinces, draws actual expenses when proceeding into the Mofussil on duty A member of the Board of Revenue, Lower Provinces, draws, under similar circumstances, his travelling expenses under orders of Government obtained in each case

Government of India No 64, dated 30th Apl 1858

Government of Bengal No 122, dated 8th Aug 1839

145 *Commissioners* —A Commissioner of Revenue and Circuit, and a Commissioner of a Division in the Non-Regulation Provinces, in Bengal, draw, while doing duty, a fixed travelling allowance at Rs 250 a month

Fnl Dept No 2187, dated 30th Apl 1867

146 The Commissioner of the Cooch Behar Division draws a fixed travelling allowance of Rs 250 a month

147 A Commissioner of a Division in the Punjab (*Financial Department No* 5794, *dated* 15*th May* 861), in the N W Provinces (*Government*, 31*st August* 1839), in the Central Provinces (*Foreign Department*, 2*nd November* 1861), and in Oudh (*Foreign Department, No* 1339, *dated* 28*th August* 1866), the Commissioner of Kumaon (*Financial Department*, 11*th March* 1862), and the Commissioner of Chuttisghur (*Financial Department*, 26*th September* 1863), draw Rs 250 a month as travelling allowance

Finl. Dept No 1610, dated 24th Sept 1867

148 A Commissioner in British Burmah draws Rs 250 a month as travelling allowance

149. *Financial Commissioner.*—The Financial Commissioner in the Punjab draws travelling allowance, when he leaves his Head-Quarters on duty, at 8 annas a mile by dâk and 3 annas by rail when travelling, and Rs 250 a month when in tents. Finl Dept No. 874, dated 28th Jan 1868.

150. *Judicial Commissioners.*—The Judicial Commissioner of Oudh draws travelling allowance at the rate of 8 annas a mile by dâk and 3 annas by rail. Ditto ditto dated 19th May 1861.

151. The Judicial Commissioners of Assam and Chota-Nagpore draw each Rupees 250 a month while out on circuit duty, or 8 annas a mile for the distance travelled, provided both rates are not charged for in one bill, *i. e.*, for one continuous absence from Head-Quarters. (The Judicial Commissioner of Assam is also allowed the use of a boat at the public expense.—*Financial Department No.* 2278, *dated* 30*th April* 1868) Government of Bengal, dated 29th May 1850. Finl Dept. No. 1648, dated 26th Mar 1867

152. *District and Sessions Judges.*—A District and Sessions Judge in Bengal draws either Rs. 8 a day or 8 annas a mile by dâk or 3 annas by rail, when visiting Moonsiffs' Courts in his district Ditto ditto No 1801, dated 26th Mar. 1858. Govt. of Bengal, No 4168 dated 17th Nov 1858.

153. The Sessions Judges of Dacca, Rajshahye, Tipperah, Rungpore, Dinagepore, Sarun, Tirhoot and Bhaugulpore draw Rs. 250 a month while absent from their stations, holding quarter sessions and gaol deliveries. Ditto ditto dated 17th July 1843 and 25th March 1844 Ditto ditto No. 877, dated 6th May 1853

154 The Sessions Judge of Cuttack draws 8 annas a mile when proceeding to Pooree or Balasore to hold sessions. Ditto ditto dated 19th Oct. 1849.

Govt. of Bengal No 1777, dated 16th Feb 1861
Ditto ditto No 1871, dated 21st Jan 1861

155. The Additional District and Sessions Judge of Hooghly and 24-Pergunnahs draws Rs. 8 a day or Rs 250 a month. (When on circuit at Alipore, he is allowed in addition Rs 200 a month as house-rent —*Bengal Government No.* 877, *dated 3rd February* 1866)

N. W P Gazette, dated 29th August 1854

156 In the North-West Provinces, a Sessions Judge draws 8 annas a mile by dâk and 3 annas by rail, when proceeding to out-stations within his jurisdiction to hold gaol deliveries.

Finl Dept. No 1135, dated 29th Apl 1853

157. *Additional Judges* —Additional Judges in Bengal, if their work extends over more than one District, draw travelling allowance at Rs. 150 a month (but if their work is confined in one District no travelling allowance is allowed, *Bengal Government No* 555, *dated* 12*th May* 1870.)

Home Dept. No 443, dated 18th Jan 1862

158. *Secretaries*—The Assistant Secretary in the Legislative Department of the Government of India draws a monthly allowance of Rs. 100 as conveyance allowance

Govt. of Bengal No 558, dated 12th Jan 1855
Genl. Dept. dated 18th March 1865
Finl. Dept. No dated 28th Feb 1862

159. Secretaries proceeding with a Lieutenant-Governor on tour, draw as follows in lieu of mileage rates or *bona fide* expenses

	Per mensem	
Secretary	.. Rs 250	These allowances are drawn during absence from Head-Quarters
A Junior or an Under-Secretary	.. Rs 150	

Ditto ditto No 885, dated 4th Feb. 1870

160 The Assistant Secretary to the Government of the Punjab when proceeding on duty to Murree, draws travelling allowance equal to one-third of his salary up to a maximum of Rs 150 per mensem

161. Secretaries to local Governments in the P. W. Dept, draw the same travelling allowance as Secretaries in other Departments attending the Lieutenant Governor on tour

Finl Dept No 2794, dated 20th Oct 1866

162 A Secretary to a Chief Commissioner draws Rs 5 per diem or 8 annas a mile by dâk or 3 annas by rail

Ditto ditto 28th Feb 1862

163 The Secretary to the Chief Commissioner of British Burmah draws travelling allowance at 8 annas a mile or Rs 5 per diem, and when proceeding by sea, actual cost of passage on boardship

Foreign Department, dated 31st Jan 1862
Ditto ditto 6th July 1864

164 The Secretary to the Financial Commissioner in the Punjab, when accompanying the Financial Commissioner on duty to Murree or on tour, draws Rs 5 per diem or Rs 150 per mensem, or in lieu thereof, mileage at 8 annas by dâk or 3 annas by rail. The fixed allowance is not drawn while stopping at Murree.

Finl Dept No 1730, dated 29th Mar 1869
Ditto ditto No 2032, dated 19th July 1869

165 *Political Officers.*—Political Officers, unless specially authorized, as in the instances mentioned below, are not allowed when marching about the country, or when stationary at their ordinary residences, any extra expenses incidental to the performance of their duties on such occasions.

Ditto ditto No 875, dated 10th May 1845

166. Political Agents in Bundlekund, Rewah and Ulwar, draw Rs 5 per diem or 8 annas a mile.

Foreign Department dated 10th June 1859
Ditto ditto 30th April 1861
Ditto ditto dated 27th Feb 1865

167. The Political Agent, Baghelcund, is allowed travelling allowance at Rs 5 per diem for the period during which he travels in Baghelcund

Ditto ditto No 3691, dated 20th Sept 1871.

Foreign Dept. 17th Dec 1859. Ditto ditto No 2011 dated 30th Nov 1866

168 The Political Agent at Harrowtee and the Superintendent of the Main District, draw Rs 150 a month.

Finl Dept No 2017, dated 17th April 1868

169 The Political Agent in Muscat, the Officers of the Aden and Bushire Residencies, the Political Agent in Turkish Arabia and his Assistant, and the Residency Surgeon there, are exempted from deduction on account of table-money when proceeding on duty by sea.

Finl Dept No 6186, dated 29th Oct. 1858

170 Assistants to the Political Agent at Rajpootana receive travelling allowance at Rs 5 per diem or 8 annas a mile

Foreign Department No. 829, dated 15th January 1859

171. Assistants to the Political Agents at Rewah and Assistant to the Resident at Hyderabad draw travelling allowance at Rs. 5 a day or 8 annas a mile.

Finl. Dept No 436, dated 27th May 1864

172 Assistants to the Political Agent in Central India draw 8 annas a mile by dâk and Rupees 5 during halts

Ditto ditto No 1480, dated 12th Mar 1869.

173. The Superintendent of Coorg draws travelling allowance at Rupees 10 a day while absent from Head-Quarters.

Ditto ditto No 2102, dated 19th Apl 1871

174. The Assistant Superintendent of Coorg draws travelling allowance like the Superintendent.

Finl Dept. No 968, dated 11th Feb 1870.

175. The Deputy and Assistant Superintendents of Port Blair and the Nicobars, are entitled, when travelling in Government or other vessels on inspection duty, to free passage for themselves, and for 2 servants each, minus half table-money. They are entitled to draw Rs 2-8 per diem or half daily rate to cover the cost of table-money.

176. *Registration Officers*—The Inspector-General of Registration, Bengal, draws travelling allowance at 8 annas a mile by dâk and 3 annas by rail, and Rs. 5 a day during halts

Govt. of Bengal, dated 15th Nov 1862.
Ditto ditto No 3304, dated 26th May 1865.

177 Inspectors of Registration in Bengal draw either at the rate of 8 annas a mile by dâk or 3 annas by rail, or Rs. 5 per diem for the entire period of absence from Head-Quarters on duty

Bengal Govt. No 2347, dated 9th Aug 1871.

178. The Inspector-General of Registration, Central Provinces and the Berars, draws travelling allowance like the Inspector-General in Bengal

Finl Dept. No 2203, dated 17th Apl. 1869
Ditto ditto No. 960, dated 31st May 1869

179 The Inspector-General in the Punjab draws at 8 annas a mile by dâk and 3 annas by rail, and Rs. 5 a day during halts. He is permitted to carry at the public expense tents and horses, whenever they are required.

Ditto ditto No. 2617, dated 26th Nov. 1867.

180. The Commissioner of Excise and Stamps in the North-West Provinces, who is also Inspector-General of Registration, draws at 8 annas by dâk and 3 annas by rail or Rupees 5 a day, provided both rates are not drawn for one continuous journey from Head Quarters.

Financial Department No. 1069, dated 7th June 1871.

181. *Cotton Commissioners*—The Cotton Commissioner in the Central Provinces and the Berars draws travelling allowance either at 12 annas a mile by dâk and 3 annas by rail, and in lieu thereof Rs 7½ a day, or at 8 annas a mile by dâk and 3 annas by rail, and Rupees 5 a day during halts, provided the halting allowance does not exceed Rs. 50 at one place When travelling at the Bombay Presidency, he draws during halts

Finl Dept No 2480, dated 10th Aug 1869.
Ditto ditto No. 1012, dated 11th February 1870.

not exceeding 10 days, Rs 7½ per diem in addition to mileage at 8 annas by dâk or 3 annas by rail.

Finl. Dept No 1259, dated 18th June 1869

182. Assistants to the Cotton Commissioner draw at Rupees 4 a day

Ditto ditto No 432, dated 19th Jan. 1872

183 *Opium Agents*—Opium Agents draw actual expenses while travelling about their Agencies on duty, such actual expenses do not include postal or dâk bungalow charges

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Rules regarding allowances to Public Officers required to accompany the head quarters of the Government of India to Simla, sanctioned under Financial Department Resolution No 4360, *dated* 13*th October* 1871

184 Officers required to proceed with the Government of India to Simla, draw travelling and other allowance under the following rules.—

I.—PRELIMINARY.

1 Allowances are made on the following principles to the officers immediately attached to the Government of India, who are required to move with the head-quarters, namely,—

(1)—Ordinary Members of the Council of the Governor-General.

(2)—Additional Members of the Council of the Governor-General for making Laws and Regulations.

(3)—The officers of the several Secretariats, including the officers of the Private and Military Secretaries to His Excellency the Viceroy

NOTE 1.—The offices of the Accountants General, Public Works and Military Departments, are considered parts of those Departments. The office of the Consulting Engineer to the Government of India for State Railways is part of the Public Works Department

—The allowances to the establishment of the Private Secretary are paid from the Durbar Fund.

(4)—The Officers attached to the office of Sanitary Commissioner with the Government of India.

1 (a.)—An officer residing at Simla may draw his salary and the allowances under these rules either at Simla or at Calcutta, or partly at Simla and partly at Calcutta An officer residing at Calcutta may draw part or the whole of his salary at Simla in anticipation of the removal thither of the Govt.—*Fin. Dept. No.* 1689, *dated 7th March* 1872.

A —The Government bears the actual cost of the conveyance between Calcutta and Simla of the officers and their families, their servants, and personal luggage

B —The charge for house-rent at Simla being very high, the Government, if it does not provide free quarters for the clerks at Simla, makes some allowance to them for house-rent

C —The Government makes an allowance to clerks who leave their families in Calcutta, and are thus obliged to maintain duplicate domestic establishments.

D —In exceptional seasons, when the cost of the necessaries of life is decidedly more at Simla than in Calcutta, a small allowance is made to the clerks and inferior servants to meet the extra expense thereby entailed upon them

NOTE 1 —"Family" includes the officer's wife, his legitimate children wholly dependent on and residing with him, and also his parents, sisters, and minor brothers if wholly dependent on and residing with him Charges on account of other relations cannot be admitted

2 —Arrangements should be carefully made to avoid moving to Simla larger establishments than are absolutely necessary As far also as is compatible with the efficiency of the offices, clerks without families should be selected to accompany the Government to Simla Of inferior servants, as few as possible should be taken backwards and forwards and it is cheaper to employ such, for the season only, at Simla and Calcutta

II —TRAVELLING ALLOWANCES

NOTE.—The word salary in these rules does not include remuneration for the performance of a special duty, for instance, the allowance made to a clerk of the Foreign Department as translator of foreign languages, is not a part of salary

2 Officers are divided into four classes,—

First —Officers whose monthly salary is not less than Rs 700; officers of the Covenanted Civil Service, or of the Army; Assistant Secretaries, and the Duputy Controller, Public Works Accounts

Second — All other officers, except inferior servants.

Third —Inferior servants, namely, jamadars, sirkars, orderlies, daftaries, &c., whose monthly salary is not less than Rs 10.

Fourth —Inferior servants whose salary is less than Rs 10

3 Travelling expenses may be charged according to the following scale —

	For the officer himself	For his wife, and for each child residing with and wholly dependent on him, more than 12 years old	For each child less than 12, but more than 8 years old.
	Rs.	Rs.	Rs.
First Class, actual authorised expenses within the limit of	450	150	75
Second Class, a fixed sum of	165	115	55
Third Class, ditto	86	*Nil*	*Nil.*
Fourth Class, ditto	30	*Nil.*	*Nil.*

NOTE —These rules do not apply to officers diverging from the direct route in attendance on His Excellency the Viceroy on tour The bill of an officer entitled, on such occasions, to charge his actual travelling expenses will be passed on a certificate being appended as prescribed in Rule 7.

4 An officer who is unmarried or a widower, having a mother or an adult sister wholly dependent on him and residing with him, may charge for one such member of his family as for a wife

5 An officer of the second class, who is the head of a branch of any office, and whose salary is not less than Rs 400, may, if he and his family travel first class or in a reserved second class compartment, charge, in addition to the authorised allowance, the difference between the railway fares which he has actually paid, and what he would have paid had he and his family travelled second class without reserved accommodation provided that he may not thus charge more than the excess of first class over second class fares

6 Officers of the third and fourth classes, ordered, for public reasons, to travel by a train containing no third class accommodation, may charge, in addition to the authorised fixed sum, the difference between intermediate class and third class fare for the distance so travelled.

7 The Account Department will pass bills for travelling allowances, without requiring any details on certificate as follows —

(*a*) From officers of the first class—

I certify that I have actually paid the amount of this bill, and that it does not include any charge for the freight of any stores or goods other than my personal luggage (or the personal luggage of myself and my family, as the case may be), or any charge for refreshments, or hotels, or dâk bungalows.

The following members of my family made this journey My wife (or my mother or adult sister residing with me and wholly dependent on me) child more than twelve years old, residing with me and wholly dependent on me, child more than three years, but not more than twelve years old.

(Signed) A. B

(*b*) From officers of the second class—

Certified that the following members of my family made the journey charged for in this bill

My wife (or my mother or adult sister residing with me and wholly dependent on me) child more than twelve years old residing with me and wholly dependent on me, child more than three years, but not more than twelve years old

Countersigned *(Signed)* A B

C D,

Registrar or Chief Clerk

(*c*) If an officer in the second class makes any charge under Rule 4 or 5 he must certify the facts on which depend his right to make the charge, and the certificate must be countersigned by the head of the office.

(*d*) Any charge made by an officer of the third or fourth class must be countersigned by the Registrar or Chief Clerk of the office

8 The widow, mother, adult sister, or eldest motherless child, of an officer dying at Simla, for the expenses of whose journey to Calcutta the officer, if he had lived, would have been entitled to charge under these rules, may charge her or his travelling expenses to Calcutta at the rate

which would have applied to the deceased officer personally For other members of the family of the deceased officer for whose travelling expenses he would have been entitled to charge, the usual rates may be charged

9 If an officer or any member of his family entitled to travelling expenses proceeds to Simla from any place other than Calcutta, or proceeds from Simla to any place other than Calcutta, his or her actual travelling expenses may be charged provided that no higher charge can be admitted than would have been admitted had the journey been made from or to Calcutta direct

III —Maintenance Allowances

Special Maintenance Allowance

10 If, in any season, the cost at Simla of articles of prime necessity is decidedly more than in Calcutta, and so exceptionally high as, in the opinion of the Governor-General in Council in the Financial Department, to warrant the concession, a special maintenance allowance will be granted to each clerk at the rates shewn in column 2 of the Schedule.

Note —"Clerk" includes all officers of the second class (under Rule 2), as well as a few, such as Registrars and Chief Clerks, who may be in the first class

11 A clerk whose family is residing with him at Simla may draw special maintenance allowance at double those rates

Family Maintenance Allowance

12 If a married clerk, or a clerk who, though unmarried, or a widower, has a family entirely dependent upon him, is compelled, *in consequence of his proceeding to Simla*, to maintain an additional domestic establishment for himself or them, which, if he had remained in Calcutta, he would not have maintained, he may draw a family maintenance allowance at the rates shewn in column 3 of the Schedule.

13 *Provided that no officer who has charged, on account of any* member of his family, travelling allowance under Rule 3 or 4, or double special maintenance allowance under Rule 11, can draw family maintenance allowance The allowances of an officer who takes part of his family to Simla and leaves part in Calcutta, are regulated at the officer's option with respect to the former, ignoring the latter, or with respect to the latter, *ignoring* the former

14 Family maintenance allowance may not be drawn without the special orders of the head of the office to which the clerk belongs, who will satisfy himself that the allowance is properly due His orders are to be passed upon a written statement made by the clerk of the precise circumstances under which he claims the allowance, and the written statement and the order upon it must be repeated each season, and be attached to the first bill of the season presented for family maintenance allowance

15 The maintenance allowances admissible under Rules 10, 11, and 12 may be drawn for the period of residence at Simla, and for one week before and after

16 (*a*) A clerk on sick leave, if not permitted to leave Simla, may, if his substitute is not entitled to these allowances, draw them in full during his sick leave

(*b*) A clerk on privilege leave cannot draw any portion of these allowances, but, if he is permitted to re-join office at Calcutta, he may draw them for seven days of his leave, namely, the seven days allowed for the journey

17 Section-writers paid at ordinary section rates, and temporary clerks whose pay is fixed at Calcutta rates, may, if ordered to accompany the Government of India from Calcutta, draw maintenance allowances under Rules 10, 11, and 12 But if the remuneration of such officers is fixed with a view to their work being done at Simla, maintenance allowances are not admissible to them

IV —House-rent at Simla

18 Any of the under-mentioned officers, who held office on the 16th March 1870, is entitled to an allowance of Rs 600 as house-rent for the season if he have a wife, or a mother or adult sister wholly dependent on him, residing with him at Simla —

Under Secretary Assistant Secretary Accountant General, Public Works Department Assistant Accountant General, Public Works Department ... . Deputy Controller, Public Works Accounts ... Inspector General, Irrigation Works ... Inspector General, Military Works, and Deputy Secretary in the Railway Branch, Public Works Department . ... Inspector General of Forests	When required to proceed to Simla with the Public Works or any other Department

19 The under-mentioned officers continue to receive Presidency house-rent granted under the rules of the Military Department —

Assistant Secretaries, Military Department

Assistant and under Secretaries, Public Works Department.

Assistant Accountant General, Public Works Department

Except Assistant Secretaries, Military Department, and the Assistant Secretary in the Railway Branch, Public Works Department, the others are not entitled to the house-rent allowance of Rs 600 in addition to this

NOTE —Presidency allowace is not continued during absence from Calcutta.

20 Clerks not provided with free quarters are entitled to an allowance for house-rent at the rates specified in the schedule attached If their family reside with them at Simla, and they do not receive family maintenance allowance, they are entitled to twice the said allowance.

21 If the officer arrives in Simla on or after August 1st, he will receive only half the above rates

NOTE —No clerk has any claim to free quarters, and the Government does not undertake to bear the entire expenditure of the officer for house-rent, but only to give assistance towards it

V —ALLOWANCES TO INFERIOR SERVANTS

22 Inferior servants, such as orderlies, daftaries, sirkars, &c , are entitled to a tour allowance equal to one-third of their salary for the period of their stay at Simla, and for twelve days (or if the thirteenth day is a Sunday, for thirteen days) of their journey between Calcutta and Simla

23 In seasons when the price of provisions at Simla is exceptionally high, those whose salary does not exceed Rs. 12, may, under the orders of the Financial Department, receive also an extra allowance of one rupee a month

24 (*a*) A suit of livery may be given every second year to messengers and orderlies in personal attendance on Members of Council, Secretaries, Deputy Secretary, Under Secretaries, Assistant Secretaries, Accountants General, and Assistant Accountants General, Public Works and Military Departments, also to the daftary of the Home Department who attends the Council Chamber

NOTE —The broadcloth and gold lace for these should be obtained from the Army Clothing Agency

(*b*) To other servants a suit of country woollen cloth, costing not not more than Rs 7-8, may be given yearly

VI —Advance of Pay, &c

25 When proceeding to Simla or returning thence to Calcutta, a clerk or inferior servant may, at the discretion of the head of the office, be allowed in advance—

if he is ordered to leave on or before the 10th of a month,—his salary and allowances for that month,

if he is ordered to leave after the 10th—his salary and allowances for that month and for the following month

Travelling allowance may also be given in advance

26 Advances of salary and allowances will be recovered by the stoppage of further salary and allowances, and advances of travelling allowance will be adjusted against the bills to be submitted immediately on arrival

VII —Central Press Establishment

27 Officers employed in the Central Press Establishment are not affected by these rules, but receive during their absence from Calcutta free quarters and a consolidated salary

28 The Superintendent, if his salary is not less than Rs 400, may charge travelling allowance in accordance with Rules 3, 4, and 5, other officers receive travelling allowance on the following scale

Salary	Travelling	Luggage Allowance	
		Without family	With family
	Rs	Rs.	Rs
Less than Rs 70 ..	40	8	32
Rs 70, but less than Rs 80	80	16	32
„ 80, ditto „ 100 .	100	16	32
„ 100, or more .	156	16	32

VIII —Deputation Allowances

29 The Deputy Secretary in the Military Department officiating as Secretary at Calcutta during the absence of the head quarters from the Presidency, receives a deputation allowance of Rs 500 a month, and the Assistant Secretary officiating receives a deputation allowance of Rs 150 a month

30 A clerk placed in charge of the Office at Simla, that is, officiating as Registrar or Chief Clerk, is entitled to a deputation allowance of Rs 80 a month

SCHEDULE

Maintenance Allowance and House-rent of Clerks

Salary.	Monthly Maintenance Allowance in exceptional seasons	Monthly Family Maintenance Allowance.	House-rent for the season
	Rs	Rs	Rs.
Less than Rs 100	20	40	100
Rs. 100, but less than Rs. 150 .	20	50	100
„ 150 ditto „ 200	20	60	100
„ 200 ditto „ 300 ...	25	70	100
„ 300 ditto „ 400 .	25	80	125
„ 400 ditto „ 500 .	25	90	150
„ 500 ditto „ 600 ...	25	100	175
„ 600 ditto „ 700 ..	25	100	200
„ 700 or more ..	25	100	225

BOOK III.

PART IV.

SUPPLEMENT A.

THE CIVIL PENSION CODE.

Covenanted Civil Servants.

PENSIONS

[NOTE.—The rules in this supplement are already in force for the Bengal Civil Service Their extension to the Madras and Bombay Civil Services is under discussion, but at present the members of these two services are not entitled to any annuity from the State They obtain annuities under the rules of their respective annuity funds.

185. (I.)—Annuities and gratuities are granted to Covenanted Civil Servants of the Crown in India under the following rules.

186. (II.)—"Active service" includes the following periods besides time spent on duty —

"Active service"

(*a*) The interval between the date of an officer's first arrival in India and the date on which he joins his first appointment.

1 The date of an officer's first arrival in India is held to have been as follows —

Before the 31st January 1868,—the date of his actual arrival in India

From the 31st January 1868 to the 4th May 1869, inclusive,—the date on which he reported his arrival at the capital town of the Presidency to which he was attached, or if he was attached to the North-West Provinces, the Punjab, or Oudh, and had permission to come to India *viâ* Bombay, the date on which he reported his arrival at Bombay

On and after the 5th May 1869,—the date on which he reported his arrival either at the seat of the Government to which he was attached, or at any other station to which he may have been ordered, or permitted, to proceed direct.

2 If an officer does not join his first appointment within the joining time allowed to him, the interval between the end of joining time and the date on which he actually joins, is not reckoned as "active service"

(b) Time passed out of employ on subsistence allowance in India, otherwise than on furlough.

1 If a Covenanted Civil Servant on his first arrival in India is unable, through bad health, to proceed to the seat of the Government to which he is attached or to any other station to which he may have been ordered, the Local Government in whose jurisdiction he is, may, on medical certificate, grant to him a subsistence allowance of Rs 250 a month, for not more than two months Time thus spent is not reckoned as active service

(c) Subsidiary leave of absence

1 "Subsidiary leave" includes the corresponding "special leave under the rules in force before the 1st July 1868

(d) Privilege leave of absence.

1 "Privilege leave" includes the corresponding "short leave on private affairs" and "leave on private affairs" under the leave rules in force before the 1st July 1868

(e) Leave of absence within the limits of the East India Company's Charter, which counted as service and residence under the rules in force before the 18th June 1855.

(f) Leave of absence on urgent private affairs granted before the 3rd January 1863

1 Examination leave of absence is also reckoned as active service, but not more than twelve months can be so reckoned to any officer

2 One year of leave of absence on medical certificate was reckoned as "residence" under the leave rules in force before the 1st July 1868 This is not reckoned as "active service," as a reduction of one year has been made in the period required to qualify for annuity.

167 (III)—Four per centum shall be deducted, at the time of payment, from the salary and other public emoluments, as specified below, of every officer —

Deduction from salary

Bengal Civil Service	..	From every allowance except (1) travelling allowance at mileage rates, (2) minimum furlough allowance, (3) subsistence allowance while on furlough, and (4) establishment allowance
Madras Civil Service	...	From (1) pay, (2) acting allowance, (3) deputation allowance, (4) subsistence allowance when not on leave, (5) personal allowance, (6) local allowance, (7) fees or a proportion of fees received, (8) allowance on privilege leave, and (9) allowance on subsidiary leave
Bombay Civil Service	...	From (1) pay, (2) acting allowance, (3) deputation allowance, (4) subsistence allowance when not on leave, (5) personal allowance, (6) local allowance, (7) fees or a proportion of fees received, (8) sumptuary allowance, (9) allowance on privilege leave, and (10) allowance on subsidiary leave.

Fnl. Dept No. 2521, *dated* 5*th April* 1872.

1 The deduction required by this Section is included in the deduction made under Chapter VII of the Code, and is not to be separately made.

Retiring annuity

188 (IV)—An officer who has been twenty-five years in the service counting from the date of his covenant, or from the date of the despatch of the Secretary of State announcing his appointment (whichever may have been earlier),

and who has rendered twenty-one years' active service,

is entitled, on his resignation of the service being accepted, to an annuity of £1,000

1 The following rules regulate the procedure with respect to applications for annuity —

(*a*) Applications for permission to resign the service, and to obtain an annuity, should, if the officer be in India, be submitted to the Government of India, Madras, or Bombay (as the case may be) If the officer be in Europe, they may be submitted to Her Majesty's Secretary of State for India

(*b*) In the Government of India, they are considered first in the Home Department, which, if the application be for an annuity under Section 4, should obtain the report of the Comptroller General as to the officer's claim in respect of service and active service, and also as to whether there are any demands against him on account of the deduction prescribed in Section 3, or on any other account

(*c*) If the resignation of the officer be accepted, the case should be forwarded to the Financial Department, where a Resolution will be recorded, granting the annuity or gratuity to which the officer may be entitled

(*d*) The copy of this Resolution forwarded to the officer will be his authority for drawing the annuity or gratuity

2. An officer may resign the service when absent in Europe on furlough It is not necessary that he should first return to India

Invalid annuity

189 (V)—An officer who, being declared by a medical certificate in due form, to be incapacitated for further service, is permitted to resign the service before he is entitled to an annuity under Section 4, is entitled to a gratuity or annuity as follows —

(*a*) If he have been in the service for less than five years,—a gratuity of £500

(*b*) If he have been in the service for five years or more,—an annuity of £150, plus £20 for each complete year of service in excess of five provided that the whole annuity shall not exceed £450.

Place and rate of payment

189*a* (VI)—Annuities are payable, in arrear, quarterly, and to date of decease.

190 (VII)—Payment of these annuities and gratuities may be taken at the Home Treasury in sterling, or in India in Government rupees at the following rate —

If the annuitant was a member of the Bengal Civil Service, 10⅔ Government rupees for each pound sterling,

If the annuitant was a member of the Madras or Bombay Civil Service, 10 65 Government rupees for each pound sterling,

Transfer from the Home Treasury to an Indian Treasury or *vice versâ*, is permitted only once

[Note —The reason of the difference in the rate of exchange is to be found in the history of the annuity funds The rates of exchange differ considerably in the various service funds]

BOOK IV.

THE CIVIL LEAVE CODE

Published under Financial notification No 2008, dated 4th March 1872

CHAPTER I

Preliminary

Extent of Application

191. (1)—Leave of absence from duty may be granted under the rules in this Code—

Covenanted Servants

(*a*), to all Covenanted Civil Servants of the Crown in India except—

Lieutenant-Governors,

Ordinary Members of the Council of the Governor-General, or of the Governor of Madras or Bombay,

Judges of the High Courts,

(*b*), to all Uncovenanted Civil Servants of the classes enumerated in Schedule A., who either have been, or may hereafter be, appointed to the service of the Government of India by, or with the special sanction of, Her Majesty's Secretary of State for India, or who may be specially admitted to the benefit of these rules

Uncovenanted Servants

1 Servants under contract are not entitled to leave except in accordance with the terms of their contract But if a servant of the class defined in clause (*b*) of this section is, by the terms of his contract of service, entitled to leave under the Uncovenanted Service Leave Rules, the rules referred to shall be held to be the rules in this Code

Servants under contract.

192. (II)—Leave of absence from duty may be granted under the rules in the Supplements to this Code—

(*a*), to the officers excepted under Section 1 (*a*), (Supplements A, B, & C),

(*b*), to the following officers, being barristers-at-law, or advocates of one of the High Courts of India or of the Court of Session of Scotland, viz.,— Barrister Judges.

Judges of the Chief Court of the Panjab,

First Judges of Small Cause Courts of Presidency Towns,

Recorder of Rangún,

Secretary to the Council of the Governor General for making Laws and Regulations,

(Supplement C).

(*c*), to Law Officers of Government (Supplement D).

(*d*), to Chaplains (Supplement E);

(*e*), to Uncovenanted Servants other than those mentioned in Section 1 (*b*), (Supplement F). Uncovenanted Servants

193 (III)—Leave of absence can never be claimed absolutely, as of right Nothing in these rules must be understood to limit the free discretion of the Government to refuse or revoke leave of absence of any description, at any time, according to the exigencies of the public service. Discretion of Government

(1). If a Local Government, under this Section, refuse furlough to an officer of the Bengal Covenanted Civil Service, it should report the refusal for the sanction of the Government of India in the Home Department.

CHAPTER II

DEFINITIONS

194. (IV)—In these rules—

Active service

(a) "Active service" includes, besides time spent on duty —

(1) Privilege leave of absence

1 "Privilege leave" includes the corresponding leave, (then called "short leave on private affairs" and "leave on private affairs"), under the Covenanted Service Leave Rules in force before the 1st July 1868

(2) Subsidiary leave of absence.

1 "Subsidiary leave" includes the corresponding leave, (then called "special leave") under the Covenanted Service Rules in force before the 1st July 1868, and also preparatory leave under the Uncovenanted Service Leave Rules

In the case of Covenanted Civil Servants, it includes also—

(3) The interval between the date of an officer's first arrival in India and the date on which he joins his first appointment.

Arrival in India

1 The date of an officer's first arrival in India is held to have been as follows —

Before the 31st January 1868,—the date of his actual arrival in India

From the 31st January 1868 to the 4th May 1869, inclusive,—the date on which he reported his arrival at the capital town of the Presidency to which he was attached, or if he was attached to the North-West Provinces, the Panjab, or Oudh, and had permission to come to India *viâ* Bombay, the date on which he reported his arrival at Bombay

On and after the 5th May 1869,—the date on which he reports his arrival either at the seat of the Government to which he is attached, or at any other station to which he is ordered, or permitted to proceed direct

2 If an officer does not join his first appointment within the joining time allowed him, the interval between the end of such joining time and the date on which he actually joins, is not active service

(4) Time passed in India, out of employ, on subsistence allowance, but not on furlough

1 If a Covenanted Civil Servant on his first arrival in India is unable, from illness, to proceed to the seat of the Government to which he is attached, or to any other station to which he is ordered, the local Government in whose jurisdiction he is may, on medical certificate, grant to him a subsistence allowance of Rs 250 a month, for not more than two months Time thus spent is not active service

(5) Leave of absence within the limits of the East India Company's Charter, which counted as service and residence under the Covenanted Service Leave Rules in force before the 8th June 1855

(6) Leave of absence on urgent private affairs granted before the 3rd January 1863

1 Examination leave of absence is also "active service," provided that not more than twelve months can be so reckoned to any officer

2 One year of leave of absence on medical certificate was reckoned as "residence" under the Covenanted Service Leave Rules in force before the 1st July 1868, but is not "active service"

(*b.*) "Extraordinary leave" means leave of absence granted otherwise than under the rules in this Code or its Supplements.

Extraordinary leave

Example —Leave in extension of the three years admissible under Section VII

(*c*) "Continuous service" and "continuous active service" mean the service, and active service, of an officer since his last return from leave of the following kinds, namely —

Continuous service

in the case of a Covenanted Civil Servant, furlough or extraordinary leave, lasting more than three months,

in the case of an Uncovenanted Civil Servant, furlough, special leave, or extraordinary leave, whether more or less than three months,

or, if he have not had such leave, since the beginning of his active service

No leave can be included in continuous service, except—

in the case of a Covenanted Civil Servant, privilege leave and special leave

in the case of an Uncovenanted Civil Servant, privilege leave

1 Examination leave may also be included, unless the officer have already had twelve months such leave

(*d*) "Pay" means substantive pay The term includes also the subsistence allowance of a Covenanted Civil Servant who has an officiating, but not a substantive appointment. "Salary" is the sum of pay and acting allowance

Pay and salary

1 Personal allowance is, for the purposes of this Code, to be taken as part of an officer's substantive pay.

2 "Salary" does not include house-rent, tentage, or travelling allowances, whether daily, monthly, or annual, nor does it include "local allowances," which are paid in full to the officer performing the duty of which they are given, no part being allowed to an absentee

(*e*) "Local Government" includes a Department of the Government of India, a Chief Commissioner, and the Resident at Hyderabad

Local Government

CHAPTER III.

FURLOUGH.

195. (V)—The amount of furlough admissible to a Covenanted Civil Servant, and the aggregate amount of furlough and of special leave with allowances, admissible to an Uncovenanted Civil Servant, is limited to six years All the rules in the Code are subject to this limitation.

Aggregate admissible.

Explanation—The following leave under other rules is counted as furlough under this Section :—

In the case of a Covenanted Civil Servant,—furlough, and leave with allowances on medical certificate, under former rules

In the case of an Uncovenanted Civil Servant,—furlough, leave with allowances on medical certificate, and leave on private affairs, under former rules or under the rules in Supplement F of this Code.

196 (VI.)—(*a*)—The amount of furlough "earned" by an officer is one-fourth of his active service.

Proviso.—Provided that, in making this calculation for an Uncovenanted Civil Servant, only half of the active service rendered by him in offices other than those included in Schedule A, shall be taken into account.

1. The whole of the active service rendered while officiating in any of the offices included in Schedule A, is to be taken into account.

(*b*) The amount of furlough "due" to an officer is the amount which he has earned, diminished by—

Amount due

First, in the case of a Covenanted Civil Servant,—

(1) the amount of furlough which he has enjoyed under these or any former rules, except junior furlough under the rules in force before the 8th June 1855 ;

(2) the excess over one year in the amount of leave with allowances on medical certificate which he has enjoyed under former rules

Secondly, in the case of an Uncovenanted Civil Servant,—

(3) the amount of furlough or special leave with allowances which he has enjoyed under these or any other rules ;

(4) the amount of leave on private affairs or on medical certificate with allowances which he has enjoyed under the rules formerly applicable to him

1 Leave of the kind described in Section 4 (*a* 5) is not counted against an officer under this Section, or under Section 5

Proviso.—Provided that if more than two years' furlough be due to an Uncovenanted Civil Servant when he is first admitted to the benefit of these rules, the excess shall be cancelled

197 (VII.)—(*a*)—To an officer who has rendered three years' continuous service, furlough for not more than two years may be granted as follows —

Amount admissible after 3 years' service

First, on medical certificate,—unconditionally ,

See Section 25, Rule 2.

Secondly, without medical certificate,—subject to these provisos—

(1) that the furlough be due to him ,

(2) that he have rendered eight years' active service ,

(3) that the whole number of officers absent on furlough and special leave do not exceed the limit appointed by the Government of India.

Limit.

I Except on medical certificate, or on very urgent private affairs, furlough or special leave may not be granted to a Covenanted Civil Servant in Oudh, the Central Provinces, British Burmah, Ajmir, Mysore and Coorg, and the Berars, if one-fifth of the whole number of officers, Covenanted, Military, and Uncovenanted, serving in the same Commission, are already absent on furlough or special leave In other Local Governments, it may not be granted, if one-fifth of the whole number of Covenanted Civil Servants serving under the orders of the same Local Government are already absent on furlough or special leave.

(*b*) Furlough granted under this Section may, on medical certificate, be extended to not more than three years.

198 (VIII)—(*a*)—To an officer who has not rendered three years' continuous service, furlough for not more than one year may be granted on medical certificate.

After less than 3 years' service.

(*b*) Furlough granted under this section for less than one year may, on medical certificate, be extended to not more than one year.

199. (IX.)—(*a*)—An officer on ordinary furlough has a lien on his substantive appointment, or on a substantive appointment of a like character and not less pay.

Lien

Ordinary furlough.

Explanation.—Ordinary furlough includes—

(1) the first two years of each separate period of furlough under Section 7 ;

(2) So much of furlough under Section 8 as may be due, provided the officer have rendered six months' continuous active service

(*b*) on other furlough a Covenanted Civil Servant has no lien, but an Uncovenanted Civil Servant has a lien.

Other furlough.

1 An officer may not surrender his lien, and a local Government may not fill up substantively an appointment on which an officer has a lien without transferring the officer to another substantive appointment of not less pay The saving which accrues to the State by paying acting allowances, instead of substantive, must be carefully secured as a set-off against the cost of leave allowances.

2. An officer may have a lien on an appointment without having actually joined it

3 An officer on furlough has no claim to substantive promotion, but there is no objection to such promotion

4 An officer on furlough has no lien on an acting appointment.

200. (X) (*a.*)—An officer on ordinary furlough is entitled, subject to the limitations prescribed in clauses (*b*) and (*c*) of this section, to a leave allowance equal to half the average salary which he has earned during so much of his continuous active service as is within the three years preceding the day on which he gives up office.

Allowances on ordinary furlough

Provided that subsidiary leave shall not be included in active service under this section, nor periods during which an officer has been out of employ in India, otherwise than as a penalty for misconduct.

(*b.*) The maximum leave allowance of a Covenanted Civil Servant on ordinary furlough is, if paid at the Home Treasury of the Government of India, £250 a quarter, and if paid in India,

Limits

Rs, 833⅓ a month. The minimum is, if paid at the Home Treasury, £125 a quarter, or his last salary, whichever is less, and if paid in India, Rs 416⅔ a month, or his last salary, whichever is less.

(*c.*) The maximum leave allowance of an Uncovenanted Civil Servant on ordinary furlough is, if paid at the Home Treasury of the Government of India, £200 a quarter, and if paid in India, Rs. 666⅔ a month. There is no minimum limit.

1. An officer on furlough does not forfeit his past leave allowance by resigning the service without returning to India

201. (XI)—An officer on furlough, other than ordinary, is entitled, if a Covenanted Civil Servant, to subsistence allowance, and if an Uncovenanted Civil Servant, to £120 a quarter paid at the Home Treasury, or Rs. 400 a month paid in India, or to one quarter of the average salary defined in Section 10 (*a*), whichever is less.

On other furlough

Subsistence allowance.

1. The following are the rates of subsistence allowance for Covenanted Civil Servants —

To an officer of not more than eight years' actual residence in India	Rs.	250	a month.
To an officer of more than eight, but less than twelve years' actual residence in India ..	„	320	„
To an officer of twelve or more years' actual residence in India	„	400	„

CHAPTER IV.

SPECIAL LEAVE OF ABSENCE.

202. (XII).—Special leave on urgent private affairs may be granted at any time, for not more than six months :

Amount admissible.

Provided that an officer who has had special leave, must render six years' active service before he can again have such leave.

1 The corresponding leave under the Covenanted Service Leave Rules in force before the 1st July 1868, is "special leave" within the meaning of this proviso.

Lien

203 (XIII).—An officer on special leave has a lien on his substantive appointment, or on a substantive appointment of a like character and not less pay.

See Rules under Section 9

Allowances

204. (XIV). (*a*)—For the first six months for which an officer is on special leave, whether the six months be included in the same leave or not, he is entitled to the leave allowance admissible under Section 10.

(*b*)—Thereafter he is entitled to no leave allowance.

1 The corresponding leave under the rules in force before the 1st July 1868 is "special leave" within the meaning of this section

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CHAPTER V.

SUBSIDIARY LEAVE OF ABSENCE

Amount admissible

205. (XV). (*a.*)—Furlough and special leave, out of India, begin on, and include, the date of the departure of the vessel in which the officer sails; and to an officer taking such leave, subsidiary leave, not ordinarily exceeding thirty days, may be granted from the day on which he gives up office, to the day before that on which his furlough or special leave begins

(*b.*)—Furlough and special leave, out of India, end on, and include, the date of the arrival of the vessel in which the

officer returns; and to an officer coming back from such leave, subsidiary leave, not ordinarily exceeding thirty days, may be granted, from the day after that on which the vessel arrives, to the day before that on which he assumes the office to which he may be appointed.

1. Subsidiary leave may be granted to a Covenanted Civil Servant retiring from the service, to the same extent, and with the same allowances, as if he were going on furlough To an Uncovenanted Civil Servant, such leave may be given on half pay for fourteen days, but only if it cause no additional expense to the State.

2 Subsidiary leave for more than thirty days may be granted in cases of necessity, but all such grants, and the reasons for them, must be reported to the Government of India

3 An officer may leave India, or return to India, by any port he likes, but the dates by which the beginning and end of furlough and special leave are determined, are the date of the vessel's departure from the port where he first meets it, and arrival at the port where he quits it For instance, an officer sailing from Calcutta in a vessel which touches at Madras, counts by the date of departure from Calcutta, and not from Madras

Port of embarkation.

4 The date of the departure of a vessel from Calcutta is held to be the date on which the pilot leaves it at sea

5 An officer quitting India after subsidiary leave must report his departure to the Local Government which granted him the leave, and he must report his arrival in England to the Secretary of State

Reports required.

Explanation—An officer may take furlough or special leave partly in, and partly out of India. But subsidiary leave is not admissible under clause (*a*) of this section, unless the furlough or special leave begins as furlough or special leave out of India, nor under clause (*b*), unless it ends as furlough or special leave out of India.

1 If an officer remains in India after the end of subsidiary leave under clause (*a*), his furlough or special leave will be held to have

begun as furlough or special leave in India, and will be counted from the day on which he gave up office.

206 (XVI) (*a*.)—An officer on subsidiary leave under clause (*a*) of Section XV has, or has not, a lien on an appointment according as he has, or has not, such lien on the first day of the leave to which it is subsidiary.

Lien

(*b*)—An officer on subsidiary leave under clause (*b*) of section XV has, or has not, a lien on an appointment according as he has, or has not, such lien on the day last preceding the subsidiary leave.

207. (XVII.)—An officer on subsidiary leave is entitled to allowances as follows —

Allowances

(*a*) If the leave immediately following, or immediately preceding, the subsidiary leave be ordinary furlough, or if it be special leave, and the officer have not had leave subsidiary to a former special leave,—the allowance admissible under Section X, but calculated, in the case of a Covenanted Civil Servant, without limitation of maximum or minimum.

Ordinary furlough.

(*b*) If the leave immediately following, or immediately preceding, the subsidiary leave, be furlough other than ordinary,—the allowance admissible under Section XI

Other furlough

(*c*) If the leave be subsidiary to special leave, and the officer have had leave subsidiary to a former special leave,—no allowance.

Special leave

(*d*) If the officer, under Section XXIV have ceased to have a lien on a substantive appointment,—subsistence allowance in the case of a Covenanted Civil Servant, and no allowance in the case of an Uncovenanted Civil Servant

1 The corresponding leave under the Covenanted Service Rules in force before the 1st July 1868 is special leave within the meaning of this section

2 An officer may draw allowances as if he were on privilege leave, for any part of his subsidiary leave under clause (*a*) of Section 15, for which, if he were not going on furlough or special leave, privilege leave would be admissible to him

Privilege leave allowances

CHAPTER VI

PRIVILEGE LEAVE OF ABSENCE

Amount admissible

208. (XVIII)—Privilege leave may be granted as follows —

After eleven months' uninterrupted duty,—for not more than one month

After twenty-two months' uninterrupted duty,—for not more than two months

After thirty-three months' uninterrupted duty,—for not more than three months

1 To Uncovenanted Judicial and Educational Officers, whose duties are not continuous, and who enjoy regular vacations, during which they are allowed to be absent from duty, privilege leave is not admissible except in case of urgent necessity

Officers who have vacations

2 The Local Government may, with the sanction of the Government of India, impose similar restrictions in the case of Covenanted Officers

3 Before privilege leave can be granted to an officer, he must record a declaration that he has no intention of retiring or of taking furlough, special leave, or leave on private affairs or medical certificate, within three months of his return to duty Though not absolutely debarred by this

Declaration required

declaration from applying to retire or to take such leave within the three months, he should, if he does so, explain fully his change of mind

4 Time spent on subsidiary leave does not qualify for privilege leave But if an officer returning from leave be, solely for the convenience of the Local Government, and not for any fault of his own, prevented from joining an appointment on which he has a lien, or if he be kept out of employ on subsistence allowance, then duty qualifying for privilege leave begins on the day on which he presents himself to the Local Government ready for duty

Qualification.

5 When an officer is first appointed to the public service, duty qualifying for privilege leave does not begin until he takes charge of a particular office

6 "Examination-leave" may, if the examination for which it was granted be successfully passed, count as duty qualifying for privilege leave, unless the officer have already had twelve months' such leave

7 Suspension as a penalty for misconduct is an interruption of duty within the meaning of this section

8 If an officer remains absent after the end of examination-leave or of joining-time, the period of absence cannot count as duty qualifying for privilege leave, and unless the absence is accounted for to the satisfaction of the Local Government, it is an interruption of duty within the meaning of this section.

209 (XIX) (*a*)—If less than the whole amount of privilege leave admissible under Section 18 be at first granted, the rest may be granted afterwards, either at one time, or in instalments

Instalments

1 Officer absent on privilege leave has been recalled to duty on public grounds, the next instalment of the leave may be granted without reference to this proviso

(*b*) Duty qualifying for fresh privilege leave begins at the end of the leave first granted, and further leave under clause (*a*) of this section, though not counting as duty, does not interrupt duty for fresh privilege leave.

(*c*) Fresh privilege leave, if admissible under Section 18, may be granted in combination with leave under clause (*a*) of this section

Provided that no length of duty can, under any circumstances, qualify for more than three months' privilege leave, and that no privilege leave or instalment of privilege leave is admissible to an officer who has not been actually on duty without interruption for at least six months —*Financial Department, No* 3474, *dated* 16*th May* 1872.

Lien.

210 (XX) —An officer on privilege leave has a lien on his substantive appointment He has also a lien on his officiating appointment, so long as it is not resumed by an officer having a superior lien on it

Allowances

211 (XXI.)—An officer on privilege leave is entitled to a leave allowance equal to the pay or salary which he would earn if he held or officiated in the appointment on which he has a lien

1 If privilege leave is granted to an officer who holds an appointment sanctioned only for a limited time, and for a special purpose, he is not entitled, during privilege leave, to any special allowance attached to the appointment

Acting allowances

2 If an officer on privilege leave obtains officiating promotion which, were he on duty, would, without involving any increase or change of duties or responsibility, entitle him to acting allowance or increased acting allowance, he is entitled to the acting allowance, or increased acting allowance, from the date of such promotion

3 An officer on privilege leave is entitled to acting allowance, even though another officer be appointed to act for him

4 If an officer, who has been temporarily promoted from a lower to a higher officiating appointment, takes privilege leave on being relieved of the latter, and the Local Government declares that, on being

so relieved, he has reverted to the lower officiating appointment, his allowances on leave shall be calculated as if he had rejoined it.

House-rent.

5 In Bombay, an officer on privilege leave may draw the house-rent or tentage attached to his appointment, if he places his house or tent at the disposal of the officer, if any, who officiates for him The officiating officer cannot draw the house-rent or tentage attached to the same appointment But if the officiating officer, for a reason which the Local Government considers sufficient, refuses the accommodation placed at his disposal, the allowance is to be drawn by him and not by the absentee

CHAPTER VII.

EXAMINATION-LEAVE OF ABSENCE

Examination-leave.

1 A Covenanted Civil Servant, who is a candidate for one of the rewards offered for the study of Oriental Languages, may be allowed leave for one month for the purpose of being examined

2 If he pass the examination, he may be allowed similar leave for another month

3 An officer on examination-leave has a lien on his appointment (substantive or officiating), and is entitled to leave allowance, as if he were on privilege leave

CHAPTER VIII.

JOINING-TIME.

[The rules in this Chapter apply to all officers in civil employ]

1 Joining-time is the time allowed to an officer to proceed from one station to another when his appointment is changed, or when, being unemployed, he is appointed to any office An officer is held to be duty during joining-time, if he is entitled to allowances

Amount admissible

2 Joining-time is allowed as follows —

For that part of the route for which railway is available,—one day for every hundred miles

For that part of the route for which steamer is available,—one day for every hundred miles, or such longer time as the steamer may actually occupy

Where neither railway nor steamer is available,—one day for every ten miles

And six days in addition to the whole thus calculated

Sundays are excluded in the calculation of joining-time

3 The full joining-time is allowed only if it is spent *bonâ fide* in preparation for the journey or in progress from one station to another, and no more than three months may be given under any circumstances The Government also, which orders a transfer, may limit the duration of joining-time

When leave intervenes.

4 When an officer, after giving over charge of his office at one station on transfer or reversion to another, takes privilege or examination-leave before joining the office to which he has been transferred, or to which he has reverted, or when an officer, while on privilege or examination-leave, is transferred to a station other than that from which he took leave,—he is entitled to joining-time in addition to his privilege or examination-leave The joining-time of an officer transferred during privilege or examination-leave, will be counted from his old station, or from the place where he received the order of transfer, whichever is nearer to his new station

5 An officer, the head quarters of whose office are not fixed at one station, must, on the expiry of leave, rejoin his office wherever either the head quarters of the office or his *locum tenens* may actually be, provided that the Government or other authority by whom the leave was granted, may, for any public reason, permit or require the officer to rejoin elsewhere

6 If an officer, during transit from one appointment to another, obtains furlough on medical certificate (with or without subsidiary leave

prefixed), he will be allowed only the joining-time calculated for the journey from his old station to the furthest place to which he has proceeded on his route to his new station.

Allowances

7 Except in the case mentioned in the next rule, an officer draws during joining-time the following allowances —

(*a*) First, as regards pay,—

the pay which he drew in his old appointment, or that which he draws in his new, whichever is less

(*b*) Second, as regards acting allowance —

(1) if transferred from an officiating appointment to an appointment, officiating or substantive, of not less salary,— the acting allowance of his old appointment,

(2) if, after being promoted from a lower to a higher officiating appointment with retention of lien on the lower one, he is relieved of the higher and returns to the lower officiating appointment, or to another appointment, officiating or substantive, of not less salary,—the acting allowance of the lower officiating appointment

(3) Provided that no officer can draw acting allowance for any appointment after any one having a superior lien on it has resumed it.

8 An officer who has no substantive appointment, and is not in the Covenanted Civil Service or the Army, is not entitled to any allowance during joining-time, but if such an officer, while officiating in an office, is transferred to another office in the same department, and under the same Local Government, the Local Government may allow him to draw, during his transit, the allowance to which he would be entitled under Rule 7

Illustration —A, who has no substantive appointment, but is officiating as Sub-Registrar of Assurances in Burdwan, is appointed to officiate as Deputy Magistrate and Deputy Collector in Rajshahye, and subsequently transferred to officiate as Deputy Magistrate and Deputy Collector in Patna, A is not entitled to any allowance during his transit from Burdwan to Rajshahye, but he may be allowed by the Local Government to draw, during his transit from Rajshahye to Patna, the allowance to which he would be entitled under Rule 7

CHAPTER IX

EXTENSION AND COMMUTATION OF LEAVE.

Extension and Commutation

212 (XXII)—Except as provided in Section 15, no kind of leave can be granted in continuation of any other kind, but any leave may be retrospectively changed for any other kind or amount of leave which might at first have been granted.

Provided that the grant, or extension of furlough, under this rule (otherwise than on medical certificate), is subject to Proviso 3 in Section 7 (*a*)

1 Except by the Secretary of State, leave cannot be changed or extended without the permission of the Local Government which originally granted it.

2 Examination-leave may be granted in continuation of privilege leave, but no kind of leave, except furlough on medical certificate, can be granted in continuation of examination-leave Privilege leave, however, may be granted in continuation of examination-leave under Chapter VII, Rule I, but not in continuation of examination-leave under Chapter VII, Rule *II — Financial Department, No* 2978, *dated 25th April* 1872

3. When privilege leave is, on medical certificate, retrospectively changed for furlough out of India, so much of the leave passed before the departure of the vessel in which the officer sails, may be treated as subsidiary leave under clause (*a*) of Section 15, as might have been granted as subsidiary leave, if the officer had originally obtained furlough, and not privilege leave.

CHAPTER X

PAYMENT OF LEAVE ALLOWANCES.

[The rules in this Chapter apply to all officers in civil employ]

Allowances how payable

213 (XXIII.) (*a*).—Leave allowance are payable in India after the end of each month, but an officer on furlough or special leave out of India may, at his option, take payment at the Home treasury of the Government of India

1 An officer quitting India on furlough or special leave must take with him a last-pay certificate, whether he intends to draw his allowances in England or not For rules, see next Chapter.

2 A gazetted officer may draw his allowances at any treasury in India If he signs the bill himself, he must either appear in person at the place of payment, or must furnish a life-certificate by a Covenanted Civil Servant, a Magistrate, a Notary, a Banker, or a Minister of Religion If he draws the allowances through an authorised agent, the agent must either furnish a life certificate as above, or must execute a bond to refund overpayments A life-certificate may be given periodically, a bond being given to cover intermediate payments not supported by the life certificate

Treasury forms

(Forms of life-certificate may be procured at the India Office, London)

3 A non-gazetted officer can draw his leave allowances only at the treasury whence his salary is disbursed, and under the signature of the head of the office to which he is attached, this officer is responsible for any overcharges, and no other security is required

(*b*) If payment be taken at the Home treasury, it is made quarterly, and rupees are converted into sterling at the rate of exchange fixed, for the time being, for financial transactions between the Imperial and the Indian treasuries

Exchange with England

1 If an officer's contract of service contains a stipulation to the effect that "a pound sterling shall be considered equal to and calculated after the rate of ten rupees," his leave allowances shall be converted into sterling at that rate

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CHAPTER XI

LAST-PAY CERTIFICATE.

(The rules in this Chapter apply to all officers in civil employ)

1 No officer (unless he has been newly appointed to the service of Government), can begin to draw pay or allowances at any treasury in India or at the

Last-pay certificate

Home treasury of the Government of India, without producing a last-pay certificate from the treasury where his pay or allowances were last disbursed, or from the Accountant General within whose jurisdiction that treasury is.

2 An officer must, if possible, appear personally at the office where his last-pay certificate is completed

3 The following are the rules and forms prescribed for the issue of last-pay certificates in India

The cases in which these certificates are given are thus classified —

Case I —To an officer proceeding on leave to Europe and embarking at a port in the presidency or province in which he is employed,

Case II —To an officer proceeding on leave to Europe and embarking at a port in another presidency or province,

(*a*) If he be employed at, or have to pass through, the station of the Accountant General of his presidency or province,

(*b.*) If he be not employed at, and have not to pass through, that station,

Case III.—To an officer proceeding on leave from one place in India to another, whether the two places are or are not within the same presidency or province,

Case IV —To an officer proceeding on duty from one presidency or province to another,

Case V —To an officer proceeding on duty from one place to another in the same presidency or province

The rules for each of these cases are as follows —

CASE I

Officer embarking in his own presidency.

The Accountant General should give the officer a certificate in Form A, Appendix B, and, save in the cases below excepted, forward a duplicate certificate, in the same form, to the Local Government for transmission to the Secretary of State

Exceptions.—1. If the officer embark at a port in British Burmah, the Accountant General should forward the duplicate form direct to the

Financial Department of the Government of India for transmission to the Secretary of State

2 If the officer embark at Calcutta, the Accountant General should, in like manner, forward the duplicate form to the Financial Department after filling up the blanks in the pilot's certificate at its foot

CASE II (*a*).

Officer embarking in another presidency

The Accountant General should pay the officer* his allowances up to the date of his departure from his (the Accountant General's) station, and should give him a certificate in Form B, Appendix B, leaving the 5th, 7th and 8th spaces blank, and send a duplicate, after signing the letter on the reverse, to the Accountant General, or (if there be no Accountant General) to the officer in charge of the treasury at the port at which the absentee intends to embark for Europe The Accountant General or Treasury Officer at the port of embarkation should follow the instructions in the letter addressed to him, and return the original form to the officer If he be an Accountant General, he should forward the duplicate to the Local Government for transmission to the Secretary of State, and address a letter in the Form E, Appendix B, to the Accountant General of the officer's presidency, but if he be a Treasury Officer he should forward the duplicate to the Accountant General of his own presidency, who will forward it to the Local Government for transmission to the Secretary of State, and address a letter in the Form F, Appendix B, to the Accountant General of the absentee's presidency

CASE II. (*b*)

The Accountant General should send to the officer a certificate in Form C, Appendix B, leaving the 5th, 7th, and 8th spaces blank, and forward a duplicate to the Accountant General or Treasury Officer at the port at which the officer intends to embark for Europe Before the officer's departure from his station, the officer in charge of the treasury from which he last drew pay should fill up and attest the certificate at the end of the original Form C The Accountant General or Treasury Officer at the port at which the officer intends to embark should follow the instructions in the letter to his address on the back of Form C, and

* The officer, if he be not employed at the Accountant General's station, should bring a last-pay certificate, in a form similar to Form M, from the officer in charge of the treasury where his salary was last disbursed

after copying the entries and signature from the certificate at the end of the original form into the duplicate, should return the original form to the officer If he be an Accountant General, he should forward the duplicate certificate to the Local Government for transmission to the Secretary of State, and forward a copy of the certificate at the end of the form to the Accountant General of the absentee's presidency, with a letter in the Form G, Appendix B, but if he be a Treasury Officer, he should forward the duplicate Form E to the Accountant General of his own presidency; who will send it to the Local Government for transmission to the Secretary of State, and forward a copy of the certificate at the end of the form to the Accountant General of the absentee's presidency, with a letter in the Form H, Appendix B

But in the case of a Covenanted Civil Servant, or a Military Officer in civil employ or an Uncovenanted Civil Servant of the class as specified in Section 1 (*b*) of the Code, if the officer's appointment have been changed within the period, on his average salary for which the leave allowance is to be calculated, the rate of leave allowance will sometimes depend on the date on which he may make over charge of his office, and the Accountant General may not be aware of that date at the time the last-pay certificate is prepared In such cases, the Accountant General should send to the officer a document in the Form D, Appendix B, leaving the 5th, 6th, 8th and 9th spaces on the face of the form blank, and should forward a duplicate of it to the Accountant General or Treasury Officer at the port at which the officer intends to embark. Before the officer's departure from his station, the officer in charge of the tresury from which he last drew pay should fill up the 6th space on the face of the original form, and fill up and attest the certificate at the end of that form The Accountant General or Treasury Officer at the port at which the officer intends to embark should follow the instructions in the letter to his address on the back of the form, and having copied in the duplicate form the entry in the 6th space on the face of the original form and the entries and signature in the certificate at the end should return the original form to the absentee If he be an Accountant General, he should forward the duplicate form to the Local Government for transmission to the Secretary of State, and send a copy of the certificate at the end of the form to the Accountant General of the absentee's presidency with a letter in the Form K, Appendix B, but if he be a Treasury Officer, he should forward the duplicate Form D to the Accountant General of his own presidency, who will send it on

to the Local Government for transmission to the Secretary of State, and forward a copy of the certificate at the end of the Form D to the Accountant General of the absentee's presidency with a letter in the Form L, Appendix B.

CASE III

Proceeding on leave to another place in India.

The Accountant General will give the officer a certificate in Form A, Appendix B, but if the officer is proceeding to a place within the same presidency or province, the tenth space in the form may be left blank.

CASE IV

Proceeding on duty to another Province.

The officer should obtain a certificate in [the Form M, Appendix B. If he be employed at the station of the Accountant General of his presidency, the certificate should be given by that officer If he have to pass through that station on his way to his new presidency, the certificate should be given by the officer in charge of the treasury from which he last drew pay and countersigned by the Accountant General If he be not employed at, and have not to pass through, the Accountant General's station, the certificate should be given by the officer in charge of the treasury from which he last drew pay, and a duplicate of it should be forwarded by th Treasury Officer to the Acountant General for countersignature and transmission to the Accountant General of the transferred officer's new presidency

CASE V

To another place in the same Province.

The officer should obtain a last-pay certificate in Form M from the officer in charge of the treasury from which he last drew pay

CHAPTER XII.

RETURN TO DUTY.

Overstay of leave.

214. (XXIV)—An officer who remains absent after the end of his leave is entitled to no allowance for the period of such absence, and he ceases to have a lien on any appointment, if his leave was furlough, immediately, and, if it was special or privilege leave, after a week.

Permission to return to duty.

1. An officer on furlough or special leave in Europe may not return to India without obtaining the permission of the Secretary of State

2 The grant by the Secretary of State to an officer on leave of permission to return to duty by a particular steamer, is equivalent to an extension of leave without prejudice to the officer's appointment until the date the steamer arrives

3. A gazetted officer returning to duty must report his return to the Local Government. An officer of the Bengal Covenanted Civil Service returning from furlough must report his return to the Government of India also.

4 An officer permitted to return to duty before the end of his leave should have the unused part of his leave formally cancelled by the authority which granted it, but this is not necessary if his return from leave is separately notified in the Gazette

5 The Local Government may exempt an officer from loss of appointment under this section, if it considers that his default was due to circumstances beyond his control

Change of appointment during furlough

6. If the appointment of an officer is changed during furlough or special leave out of India, or upon his reporting his return, he must join his new appointment within the subsidiary leave allowed him. Nothing in excess of the allowances admissible for subsidiary leave can be passed to him until he joins his new office.

7 If the appointment of an officer is changed during furlough or special leave in India, he must join his new appointment within the leave. But the Local Government may give him joining-time, if he have not had sufficient notice of the change

8. An officer the head quarters of whose office are not fixed at one station must, at end of his leave, rejoin his office wherever either the head quarters of his office or his *locum tenens* may actually be, but the Government or other authority which granted the leave may, for public reasons, permit or require the officer to rejoin elsewhere

9. An officer begins to draw pay and acting allowance from the day on which he assumes the office (substantive or officiating) to which he may have been appointed, or on which he may have a lien. But if his

leave or joining-time end on a Sunday or holiday, and he take charge on the first working day after such Sunday or holiday, his assumption of office and the re-arrangement of appointments (if any), consequent thereon, shall be held to have taken place on the day after that on which his leave ended Provided that such re-arrangement (if any) does not involve the transfer of any officer to another station, or the formal appointment of any officer to a new office

10. If charge of an office is transferred after noon, the transfer does not affect allowances till the next day

CHAPTER XIII.

APPLICATIONS FOR LEAVE.

215. (XXV)—Applications for leave are to be submitted to the Local Government, which will deal with them in such manner as the Governor General in Council may prescribe

'Applications for leave

1, (*a*) When an officer applies for leave, he should distinctly state under what section of these rules he wants it, and should show that he is entitled to it under that section.

(*b*) Local Governments may grant leave under the rules to officers serving under their orders Before granting the leave, they should obtain report of the Accountant General as to the applicant's title to it

(*c*) A Local Government granting leave to an officer of the Bengal, Madras, or Bombay Covenanted Service serving out of his own presidency, should inform the Government of India, Madras, or Bombay, as the case may be

(*d*) The Local Governments should, at the end of each quarter, submit to the Home Department of the Government of India a statement of officers of the Bengal Covenanted Civil Service absent on furlough or special leave (including subsidiary leave) granted by them A register prepared from these statements is kept in the Home Department, and is published quarterly in the *Gazette of India*.

2, (*a*.) Applications from officers in India for leave, or extension, or commutation of leave on medical certificate, must be accompanied by a medical certificate in the following form —

Medical certificate

I, A. B., Surgeon at, or of, , do hereby certify that *C D*, of the Service, is in a bad state of health, and I solemnly and sincerely declare that, according to the best of my judgment, a change of air is essentially necessary to his recovery, and do therefore recommend that he may be permitted to proceed to sea [*or to such place as the Surgeon may think proper, expressing it in the certificate*]

(*b*) The applicant must (unless the state of his health absolutely prevent it) present himself, with two copies of the statement of his case, before the Medical Board at any of the presidency towns, and obtain their certificate as follows —

We [*or* I] do hereby certify that, according to the best of our [*or* my] professional judgment, after careful personal examination of the case, we [*or* I] consider the state of health of *C. D* to be such as to render leave of absence for a period of blank absolutely necessary for his recovery.

(*c*.) An officer serving in Burmah need not appear at a presidency town, but must obtain the certificate from a Medical Board composed of the Deputy Inspector General of Hospitals, and the two next senior medical officers, at Rangoon

(*d*) If the officer is going on leave out of India, he should take with him one copy of his case

(*e*) If the applicant for an *extension or commutation of leave* on medical certificate be residing out of India, and within 20 miles of London, he must produce a certificate from the Medical Board attached to the India Office, showing the necessity for the extension or commutation If he be residing beyond that distance from London, certificates in the second of the above forms must be produced from two medical practitioners, but he is liable to be called upon to produce other evidence

3. Unless specially otherwise ordered, leave must begin within 35 days of the date on which it was granted.

4 No-demand certificates are not required from officers going on leave except in the Public Works Department.

Priority of claim

216. (XXVI)—If under the operation of Proviso 3, Section 7 (*a*) the applications for furlough (including those under Section 22) cannot all be complied with, furlough will be granted in the following order :—

First—To those applicants to whom most furlough is due;

Secondly—Of two or more applicants to whom the same amount is due, to him who has rendered longest continuous active service;

Thirdly.—Of two or more such applicants who have rendered the same continuous active service, to the senior.

SCHEDULE A.

REFERRED TO IN SECTION 1 *(b)*.

Officers holding substantive appointments, such as are usually held by Covenanted Civil Servants, or Commissioned Officers of the Army; or any of those specified in the following list.—

LAND REVENUE.—Officers of the Settlement Department above the rank of Deputy Collector, or Extra Assistant Commissioner.

FOREST.—Assistant Conservators and officers of higher rank

CUSTOMS.—Commissioner, Deputy Commissioner and Collectors of Inland Customs, Deputy and Assistant Commissioners of Sea Customs

OPIUM.—Sub-Deputy Opium Agents.

POST OFFICE.—Presidency Post Masters, Chief Inspectors, and officers of higher rank

TELEGRAPH.—Assistant Superintendents and officers of higher rank

ADMINISTRATION —Assistant and Under Secretaries to Government, Superintendent of Government Printing

SURVEY —Trigonometrical, Topographical, and Revenue —Assistant Surveyors and officers of higher rank

Geological —Officers on the graded list

FINANCIAL —Officers of 5th and higher grades

JUDICIAL —Judges of the Chief Court of the Panjab (not being Barristers) Judges and Registrars of Presidency Small Cause Courts Civil Judges in Oudh. Magistrates of Police in Presidency Towns Registrars of High Courts Clerks of the Crown

REGISTRATION —Inspectors General of Registration

POLICE —District Superintendents and Officers of higher rank

MARINE —Master Attendants, Deputy and Assistant Master Attendants

EDUCATION —Officers on the graded list

MEDICAL —Uncovenanted Medical Officers graded in the Notification of the Financial Department, No 2295, dated 25th April 1867.

POLITICAL.—Assistant Political Agents

PUBLIC WORKS – Assistant Engineers of the 3rd grade and officers of higher rank Assistant Controllers of Accounts and officers of higher rank

APPENDIX.

FORMS FOR LAST-PAY CERTIFICATE

[In filling up these forms —

(1) Allowances should be stated in rupees a month, and not in pounds a year, and in entering "the rate of absentee allowance," it should be stated, in the first place, without reference to the maximum or minimum applicable, and then if a maximum or minimum applies, or if the allowance is such that a future change in the official rate of exchange may render a maximum or minimum applicable, the words should be added "subject to a maximum (or minimum) of, &c"

(2) In forms A, B, C, and D, the presidency to which an officer belongs should be stated in the title, and the presidency or province in which he is employed should be stated under the first heading.

(3) In the heading "source from which, &c," the term "Indian Revenues" should be used in all certificates intended to be sent to England, as the term "Imperial Revenues" has there a different signification If the allowance is not chargeable finally to the Government of India, the Local Administration or fund from which it is recoverable must be expressly stated]

FORM A.

LAST PAY CERTIFICATE OF (*title and name*) OF THE (*Corps or Service*) PROCEEDING ON (*nature and period of leave*) TO (*place*)

1	Government under which employed ...	1
2	Substantive appointment ..	2
3	Acting appointment, if any	3
4	Period of leave ...	4
5	Date of commencement of leave ..	5
6	Rate of absentee allowance and place of payment	6
7	Date from which first payment is to be made	7

8	Amount, if any, paid in advance ...	8
9	Source from which absentee allowance is payable . .	9
10.	Period for, and terms on, which leave may be extended or commuted	10

(Place) the (date)

(SIGNATURE)
Accountant General

NOTE.—In the case of officers on other than privilege leave embarking for Europe at Calcutta, the entry in the 5th and 7th spaces should be—"The date of the pilot quitting the vessel as certified below," and the certificate below should be in the following form —

"This is to certify that (*title and name*) is a passenger on board the (*name of vessel*) proceeding to (*destination*), and left by me at sea this day"

(*Place*) *the* (*date*)

(SIGNATURE)
Pilot

FORM B

(Obverse)

LAST-PAY CERTIFICATE OF (*title and name*) OF THE (*Corps or Service*) PROCEEDING ON (*nature of leave*) TO EUROPE

1	Government under which employed ...	1
2	Substantive appointment	2.
3	Acting appointment, if any .	3.
4	Period of leave	4
5	Date of commencement of leave ..	5.
6	Rate of absentee allowance and place of payment	6
7	Date from which first payment is to be made	7
8	Amount, if any, paid in advance	8.
9	Source from which absentee allowance is payable	9
10	Period for, and terms on, which leave may be extended or commuted ...	10

(SIGNATURE)
Accountant General

(*Place*) *the* (*date*)

Certified that the above-named officer appeared before me on this date, that he stated his intention of embarking for Europe on the *(name of vessel)* which leaves this port on the *(date)*, that he drew an (or no) advance of salary, and the 5th, 7th and 8th spaces in the above certificate have been filled up by me accordingly

(SIGNATURE)
(Place) the (date) *Accountant General or Collector.*

(Reverse)

FROM

THE ACCOUNTANT GENERAL,
(Place),

To

THE ACCOUNTANT GENERAL (OR COLLECTOR) OF
(Name of port of embarkation)
Dated (place) the (date)

SIR,

I HAVE the honor to request that when *(title and name of absentee)* produces this letter, you will pay him at the rate of————per month from the *(date of departure from Accountant General's station)* to the day not later than the *date of expiry of subsidiary or preparatory leave)* preceding his departure from *(name of port of embarkation)*, that you will grant him an advance of————if required, and will fill up the certificates on the reverse accordingly. The date to be shown in the 5th and 7th spaces of the last-pay certificate is that of *(title and name)* 's departure from *(name of port of embarkation.)*

I have, &c,
(Place) the (date) (SIGNATURE)
Accountant General,
(place)

FORM C.

(Obverse)

LAST PAY CERTIFICATE, &C, *(as in form B)*

(Reverse)

FROM

THE ACCOUNTANT GENERAL,

(Name of absentee's presidency,)

TO

THE ACCOUNTANT GENERAL (OR COLLECTOR) OF

(Name of port of embarkation).

Dated (place) the (date).

SIR,

I HAVE the honor to request that when (*title and name of absentee*) produces this letter, you will pay him at the rate of——— a month, less the deductions shown in the margin, from the date up to which he last drew salary from the ——— treasury to the date on which he may make over charge of the office of ——— as shown below, and at the rate of ——— a month for the period not exceeding (*maximum of subsidiary or preparatory leave*) from the date on which he may make over charge of that office to the day preceding his departure from (*name of port of embarkation*), that you will grant him an advance of——— if required, and fill up accordingly the certificates on the reverse The date to be shown in the 5th and 7th spaces of the last-pay certificate is that of (*title and name of absentee*)'s departure from (*name of port of embarkation*).

AS A P

I have, &c,

(SIGNATURE)

Accountant General

(*Title and name of absentee*) received his salary from the——— treasury at the rate of———, less the deductions shown in the margin up to the ———, and to no later date He made over charge of the office of ———on the fore (*or* after) noon of the———

(Place) the (date)

Collector of ——

FORM D.

(Obverse.)

LAST-PAY CERTIFICATE OF (*title and name*) OF THE (*Corps or Service*) PROCEEDING ON (*nature of leave*) TO EUROPE

1	Government under which employed	...	1
2	Substantive appointment	...	2

3	Acting appointment, if any	3
4	Period of leave	4
5	Date of commencement of leave	5
6	Rate of absentee allowance	6
7	Place of payment	7.
8	Date from which first payment is to be made	8
9	Amount, if any, paid in advance	9
10	Source from which absentee allowance is payable	10
11	Period for, and terms on, which leave may be extended or commuted	11.

NOTE —(*Title and name*)'s pay and acting allowance for the three years preceding (or for the period from the ——— to) this date, exclusive of periods of absence on other than privilege leave, were—

	R	A	P
Rs a month from the (*date*) to the (*date*)	0	0	0
Rs a month from the (*date*) to the (*date*)	0	0	0
Total	0	0	0

The rate of absentee allowance admissible to him is half his monthly average pay and acting allowance for the three years preceding (or for the period from the ——— to) the date on which he may make over charge of his office, exclusive of periods of absence on other than privilege leave, provided that the allowance does not exceed ———* or fall short of ———.

* These figures to be entered in accordance with the rules of the service to which the officer belongs.

(*Place*) *the* (*date*)

(SIGNATURE)
Accountant General.

Certified that the above named officer appeared before me on this date, that he stated his intention of embarking for Europe on the (*name of vessel*) which leaves this port on the (*date*), that he drew an (or no) advance of salary, and that the 5th, 8th, and 9th spaces in the above certificate have been filled up by me accordingly

(*Place*) *the* (*date*)

(SIGNATURE)
Accountant General or Collector

(Reverse)

FROM

THE ACCOUNTANT GENERAL,
(*Name of absentee's presidency*),

TO

THE ACCOUNTANT GENERAL (OR COLLECTOR) OF
(*Name of port of embarkation*),
Dated (*place*) *the* (*date*)

SIR,

I HAVE the honor to request that when (*title and name of absentee*) produces this letter, you will pay him at the rate of ——— a month, less the deduction shown in the margin, from the date up to which he last drew salary from the ——— treasury to the date on which he may make over charge of the office of ——— as shown below, and at the rate of half his monthly average pay and acting allowance as shown below for the period not exceeding (*maximum of subsidiary or preparatory leave*) from the date on which he may make over charge of that office to the day preceding his departure from (*name of port of embarkation*), that you will grant him an advance of ———, if required, and fill up accordingly the certificates on the reverse The date to be shown in the 5th and 7th spaces of the last-pay certificate is that of (*title and name of absentee*)'s departure from (*name of port of embarkation*)

Rs A P
——— ———

I have, &c,
(SIGNATURE)

(*Title and name of absentee*) received his salary from the ——— treasury, at the rate of ———, less the deduction shown in the margin up to the ———, and to no later date He made over charge of the office, of ——— on the fore (*or* after) noon of the ——— His average monthly pay and acting allowance for the three years preceding (or for the period from the ——— to) the date on which he made over charge of his office is Rs ———, and the 6th space in the certificate on the face of this form has been filled up accordingly

(*Place*) *the* (*date*)

Collector of
Accountant General

FORMS E, F, G, H, K, L

These forms are not reprinted, they will be found in the *Gazette of India*, as follows —

Form E is the same as Form C			Printed with Resolution No 409, dated 7th May 1869, in *Gazette of India*, 15th May 1869, pages 959 and 960
„ F	„	„ D	
„ G	„	„ F	
„ H	„	„ G	
„ K	„	„ B	Printed with Resolution No 3904, dated 11th October 1869, in *Gazette of India*, 23rd October 1869, page 460
„ L	„	„ C	

FORM M

Last-pay certificate of (*title and name*) of the (*corps or service*) proceeding to (*place*) to join the appointment of ——— *or* to officiate as ——— ——— *or* on duty

——— ——— ——— has drawn pay as ———, at the rate of ——— ——— a month, and acting allowance as ———, at the rate of ——— ——— a month, less the deductions shown below, up to the (*date*) He made over charge of the office of ——— ——— on the fore (*or* after) noon of the ——— ———

Deductions		Rs	A.	P
——— ——— ———	... ...	0	0	0
——— ——— ———	...	0	0	0
——— ——— ———	... ...	0	0	0
		0	0	0

Supplement A See Para. 18
„ *B* „ „ 23
„ *C* „ *High Court Judges.*
„ *D* „ *Para* 253
„ *E* „ *Chaplains*
„ *F* „ *Uncovd Officers*

BOOK V.

ACTING ALLOWANCE CODE.

Re-published under Financial Department Notification No 2009, dated 14th March 1872.

CHAPTER I

DEFINITIONS AND EXPLANATIONS

217 (I)—In the following Rules

Local Government

(*a*) "Local Government" includes a Department of the Government of India, a Chief Commissioner and the Resident at Hyderabad

Class and Grade

(*b*) Appointments are said to be in the same "class" when they are in the same Department and bear the same designation, or have been declared by the Government of India to be in the same class Appointments in the same class are sometimes divided into "grades" according to pay

Absentee

(*c*) An "absentee" is an officer absent, whether on leave or on duty, from an appointment on which he has a lien

(*d*) Except in Chapter IX, the words "the appointment" mean "the appointment in which an officer is officiating for an absentee"

Pay and Salary

218 (II) (*a*)—The "pay" of an *officer* is as follows —

(1) In the case of an officer with a substantive appointment the amount which he would receive monthly under any of the following designations if he were doing the work of his substantive appointment

Substantive pay,
Consolidated pay,
Military pay and allowances, and staff salary,
Staff corps pay and staff salary

(2) In the case of an officer without a substantive appointment his subsistence allowance (if a Covenanted Civil Servant), and his military pay and allowances, or staff corps pay (if a military officer)

(*b*) —The "pay" of an *appointment* with reference to any officer, is the pay which he would receive if he held that appointment substantively.

For instance if the pay of the appointment is subject to increase upon the passing of an examination or upon the completion of a certain period of service, the officiating officer's allowances are calculated upon the pay which he would, from time to time, receive, if he held the appointment substantively

(*c*) —"Salary" is the sum of "pay" and "acting allowance," it does not include personal allowances, travelling allowances, or the like

(*d*) —"Progressive Pay" is pay which rises from a minimum to a maximum

(*e*) —"Consolidated Pay" includes military pay and allowances or staff corps pay, which cannot be separately drawn.

(*f*) —"Staff Salary" is an allowance to a military officer in addition to the military pay and allowances or the staff corps pay of his rank

CHAPTER II.

General Rules.

Maximum and minimum

219 (III) (*a*).—The maximum salary of an officiating officer shall be the pay of the appointment.

(*b*).—The minimum salary of an officiating officer shall be half the pay of the appointment

Seconding

220. (IV).—If an absentee draws no part of the pay of his appointment, another officer may be appointed thereto substantively, for a time only, on full pay, without disturbing the lien of the absentee

1 —An absentee who receives leave allowances draws, within the meaning of this section, " part of the pay of his appointment."

CHAPTER III.

THE COVENANTED CIVIL SERVICE.

221 (V) (*a*) —An officer with a substantive appointment, officiating in another appointment or in a higher grade, is entitled to an acting allowance of one-fifth of the pay of the appointment or grade.

Officers with substantive appointments

(*b*) —But the acting allowance shall not be less than two-thirds of the difference between the pay (or, in the case of a progressive pay, the minimum pay) of the appointment or grade and the pay of the officiating officer

(*c*) —Nor shall it be less than Rs. 200

1 In the case of an acting appointment made with effect from before 1st November 1869, or of a reversion to an acting appointment held before the date, the officer is entitled, in addition, to one-tenth of the first Rs 2,000 of the pay of the appointment or grade

[NOTE —" Reversion" means a return to an appointment under the operation of the Rules, and without formal re-appointment]

2 In the North-Western Provinces, when a settlement officer officiates in an appointment in another Department, his salary shall be calculated as if his pay were the pay of the ordinary grade next below the standing which he occupies in the Settlement Department

Settlement Officers

Explanation —An officer officiating in a class divided into grades will officiate in the lowest grade, unless it be otherwise specially ordered

[*Illustration* —A. is Magistrate in the first grade of Nuddea. B is Magistrate of Midnapore, the senior in the second grade. C. is a Joint

Magistrate If A takes leave, then, in ordinary course of promotion, B would obtain officiating promotion to the first grade without leaving Midnapore, and C appointed to officiate as Magistrate of Nudden would officiate in the second grade]

Officers without substantive appointments

222. (VI) (*a*).—An officer without substantive appointment is entitled to an acting allowance of half the pay of any appointment in which he officiates, and to subsistence allowance

1 For rates of subsistence allowance, see Civil Leave Code, Section 11, Rule 1.

(*b*) But an officer, who on the 1st July 1868 was absent on leave, without a substantive appointment, or had returned from furlough and had not obtained a substantive appointment, is entitled, till he again holds a substantive appointment, with pay not less than that of the substantive appointment which he last held, to an acting allowance of three-quarters, instead of half, of the pay of any appointment in which he officiates.

1. No officer who did not return from furlough before the 23rd November 1869, may under this clause draw more salary than he would draw if the substantive appointment which he last held were restored to him

2 An officer may decline the special acting allowance provided in clause (*b*) of this section, and take the ordinary acting allowance under clause (*a*) In this case, the limitation prescribed by the preceding rule will not operate

3. If an officer who draws acting allowance under clause (*b*) of this section takes furlough, the clause will continue to apply to him on his return from that furlough, unless the circumstances are such that if he had had a substantive appointment, he would have lost it by the operation of the rules

4 An officer drawing allowances under clause (*b*) of this section should be appointed to the first appointment (not being a special one)

suitable to his rank and qualifications which may become substantively vacant If its pay is less than that of the substantive appointment which he last held, he should be promoted as substantive vacancies occur, until his pay is equal to that of the substantive appointment which he last held Until he regains this position, he may draw, unless the local Government declare him unfit to be restored to his former rank, such personal allowance as will raise his salary to the amount which he would draw under this clause and the rules explanatory of it

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CHAPTER IV

Military Officers in Civil Employ (not being in the Public Works, the Survey, the Telegraph, or the Forest Department)

Specification of cases

223. (VII)—The cases which may occur are these —

(*A*). An officer officiating in an appointment of which the pay is consolidated may be—

Case 1 —An officer without a substantive appointment

Case 2 —An officer having a substantive appointment the pay of which is consolidated

Case 3 —An officer having a substantive appointment the pay of which is a staff salary

(*B*). An officer officiating in an appointment of which the pay is a staff salary may be—

Case 4 —An officer without a substantive appointment

Case 5 —An officer having a substantive appointment the pay of which is consolidated

Case 6 —An officer having a substantive appointment the pay of which is a staff salary

1 An appointment of which the pay is fixed with reference to its being held by a civil officer, Covenanted or Uncovenanted, is treated, for the purposes of this section, as if the pay of it were consolidated "

224 (VIII)—In case 1 the officer is entitled to his pay and to such acting allowance as will make the total equal to the sum of the assumed subsistence allowance stated below, *plus* half the pay of the appointment —

Appointments on consolidated pay

Assumed Subsistence Allowance

	Rs
For the rank of Captain or Subaltern	250 a month
For the rank of Major	320 „
For higher ranks	400 „

Appointments on staff salary

225 (IX)—In cases 2 and 3 the acting allowance is regulated by Section 5

226 (X) (*a*)—In cases 4, 5, and 6 the salaries are calculated by military rules any excess of the consolidated pay of the substantive appointment in case 5, over the military pay and allowances or the staff corps pay of the officer, being treated as a staff salary.

(*b*)—The military rules referred to are as follows —

(1).—For officers who have elected the rules of 1868—

An officiating officer will draw half the staff salary of the appointment and half the staff salary of his substantive appointment, if he have one provided the whole staff salary thus drawn be not less than Rs 100 a month

(2)—For officers who have elected the rules of 1854—

An officiating officer will draw half the staff salary of the appointment. After acting for six months, whether continuously or not, in the same post or grade, he is entitled to the full staff salary, as soon as the absentee ceases to draw any part of it

227. (XI) (*a*).—A medical appointment, the pay of which was fixed by General Order of the Government of India, Military Department, No 370, dated the 4th April 1867, is to be treated for the purposes of this Chapter as if the pay thereof were a staff

Medical appointments

salary equal to the excess, if any, of the consolidated pay over the "unemployed pay" of the permanent incumbent:

(*b*)—Provided that an officer appointed to the Medical Service before 7th November 1864, officiating in one of these appointments, shall receive an aggregate salary not less than his full batta pay

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CHAPTER V

THE PUBLIC WORKS DEPARTMENT

[ENGINEER ESTABLISHMENT AND SUPERIOR OFFICERS OF ACCOUNTS BRANCH]

228 (XII) (*a*)—An officer of a class divided into grades cannot officiate in that class in a grade higher than that to which he is substantively appointed.

No officiating in grades

(*b*)—An officer officiating in a rank which is divided into classes, or in a class divided into grades, will officiate in the lowest class or grade, but this rule does not apply to officers officiating in appointments of which the substantive holders must belong to a particular class

229. (XIII) (*a*)—An officer with a substantive appointment, officiating in a higher class or in another appointment, is entitled to an acting allowance, in addition to his pay, of one-fifth of the civil pay of the class or appointment in which he officiates.

Officers with substantive appointment

(*b*)—A civil officer without a substantive appointment is entitled to an acting allowance of half the civil pay of the class or appointment in which he officiates. A military officer, without an appointment, is entitled to his pay and to such acting allowance as will make the total equal to the sum of the assumed subsistence allowance stated in

section 8, *plus* half the civil pay of the class or appointment in which he officiates.

Explanation.—The civil pay of a graded class is the average civil pay of the grades (calculated without reference to the number of appointments in each grade); but the officiating officer's salary shall not exceed the pay of the lowest grade

1 The net military pay of an officer of the Royal Engineers is not taken into account in calculating acting allowances He is entitled to this pay independently of any other allowance

230. (XIV)—In the following cases, special allowances are given, on sanction by the Local Government, or, if the appointment be under a Chief Commissioner or an Agent to the Governor General, or under the Resident of Hyderabad, or the Superintendent of Port Blair, by the Government of India

(*a*)—A subordinate officiating as an Executive Engineer is allowed Rs 100 a month in addition to his pay, provided that the aggregate does not exceed the pay of an Executive Engineer of the 4th Grade

Subordinates

(*b*)—A subordinate officiating as an Assistant is allowed Rs 50 a month in addition to his pay This allowance is not admissible on the mere circumstance of the subordinate holding a charge formerly held by an Assistant, but only when the charge involves duties and responsibilities which, in character or extent, are such as are not usually imposed on subordinate officers

(*c*)—An Accountant officiating for a Controller or Deputy Controller is entitled to draw an allowance of Rs 100 a month in addition to his pay, provided that the aggregate does not exceed the pay of a Deputy Controller

CHAPTER VI.

THE SURVEY DEPARTMENT

(OFFICERS NOT BELOW THE RANK OF ASSISTANT SURVEYOR IN THE SURVEY DEPARTMENT UNDER THE SURVEYOR GENERAL OF INDIA)

Survey Department

231. (XV)—An officer officiating in the grade immediately superior to his own, is entitled to the same allowances as if he were confirmed in that grade

232 (XVI)—An officer officiating in a grade higher than that immediately superior to his own, is entitled to an acting allowance, in addition to his pay, of one-fifth of the civil pay of the grade in which he officiates

1. Rule 1 under *Section 5* applies to this section also.

233. (XVII)—An officer without a substantive appointment is entitled to an acting allowance, in addition to his pay (if any), of half the civil pay of the grade in which he officiates.

CHAPTER VII

OTHER OFFICERS

234. (XVIII)—The following are the rules applicable to officers in civil employ who are

not members of the Covenanted Civil Service,
nor Commissioned Officers in the Army,
nor in the Public Works and Survey (India) Departments, unless they are officiating in appointments below the rank of Assistant Engineer, or Assistant Controller, or Assistant Surveyor,
nor officers of the superior establishment of the Telegraph and Forest Departments, whose acting allowances are regulated by the special rules contained in the Appendix

235. (XIX).—An officer with a substantive appointment officiating in an appointment which is open to, and may in practice be held by, a Covenanted Civil Servant or an officer of the Army, is entitled to the acting allowance prescribed in *Section* 5

Officers with substantive appointments.

Examples of the appointments referred to

Postmasters General, Judges of Small Cause Courts, gazetted officers of police

1 The classified list of the Financial Department is excepted from this clause, and comes under the next clause

(b).—An officer with a substantive appointment officiating in an appointment to which clause *(a)* does not apply, and of which the pay is not less than Rs. 100, is entitled to an acting allowance of one-fifth of the pay of the appointment Provided that no officer may, under this clause, be appointed to officiate in a higher grade of his own class

No officiating in grades

1 In the Public Works Department no increased allowances are admissible to an officer of the Upper Subordinate Establishment, or to a Sub-Overseer, for performing duties previously entrusted to one of a higher grade in either of the Subordinate Establishments

2 In Madras the first, second, and third grades of munsiffships are treated as distinct *classes*

Munsiffs in Madras

Explanation.—The pay of an appointment which belongs to a graded class and is not such as is described in clause *(a)* of this section, is the average pay of the grades, calculated without reference to the number of appointments in each grade, but the officiating officer's salary shall not exceed the pay of the lowest grade, unless he belongs to another Department, and is specially appointed to officiate in a grade other than the lowest

Graded appointments.

236. (XX)—An officer without a substantive appointment, officiating in an appointment the pay of which is not less than Rs 100, is entitled to an acting allowance of half the pay of the appointment

Officers without substantive appointments

See explanation under the last section

237. (XXI).—If the pay of the appointment is less than Rs. 200, and the Local Government considers that the acting allowances admissible by rule are insufficient, it may grant to the officiating officer higher allowances, not exceeding the difference between the pay of the appointment and the portion of it drawn by the absentee for whom he officiates

Appointments of less than Rs. 200

238. (XXII).—The salary of an officer officiating in an appointment of which the pay is less than Rs 100 should, as far as practicable, be regulated by Sections 19 (*b*) and 20, but the officer who appoints the substitute may grant him higher allowances, not exceeding the difference between the pay of appointment and the portion of it drawn by the absentee for whom he officiates

Appointments of less than Rs 100

CHAPTER VIII

PLURAL APPOINTMENTS

239 (XXIII)—The salary of an officer holding substantively or officiating in two or more independent appointments at one time, shall be regulated as follows :—

Two or more appointments

(*a*.)—He shall draw the highest salary to which he would be entitled if he held, or officiated in, any one of the appointments alone.

(*b*)—For the other appointment or appointments, he shall draw such allowances as the Local Government may fix, not exceeding, for each appointment, half the salary which he would draw if he held or officiated in it alone

(*c*)—Provided that his aggregated salary shall not exceed the pay which he would draw in the most highly paid of the appointments, if he held it substantively and alone.

1. This proviso may be dispensed with, if the Local Government declared that, for special reasons (to be communicated to the Supreme Government), it is necessary, on public grounds, to entrust to the one officer the duties of the several offices at once, and that the salary to which he would be limited by the proviso is insufficient.

[*Illustration*.—A Covenanted Civil Servant holding a substantive appointment, A, of which the pay is Rs 1,000, is appointed, without being relieved of his own duties, to officiate in two appointments, B, of which the pay is Rs 1,600, and C, of which the pay is Rs 2,200

	Rs
If he held A only, he would draw	1,000
If he officiated in B only, he would draw pay Rs 1,000 and acting allowance Rs 400	1,400
If he officiated in C only, he would draw pay Rs 1,000, and acting allowance Rs 800	1,800
He will therefore draw for C (which carries the highest salary)	1,800

And but for proviso (*c*) he would be entitled for B and A to such allowances as the Local Government may fix, not exceeding Rupees $\frac{1,400}{2} = 700$ for B, and $\frac{1000}{2} = 500$ for A

But, in consequence of that proviso, his aggregate salary must be limited to Rs 2,200 (the pay of appointment C), unless the declaration prescribed in Rule 1 be made]

240 (XXIV). (*a*)—Section 23 does not apply to the case of an officer officiating at the same time in two or more appointments which are ordinarily held substantively by one individual. In such

Exceptions.

case, the two appointments shall, for the purpose of calculating acting allowances, be treated as one appointment upon the aggregate pay

(*b*)—Nor to the case of an officer discharging the duties of more than one appointment in the same office, or on the same establishment

EXAMPLES.—One Under Secretary discharging the duties of a fellow Under Secretary in the same office or department as well as his own

A Joint Magistrate appointed, in addition to his own duties, to officiate as Magistrate of the District In this case, he gets allowances only as Officiating Magistrate of the District

A District Judge deprived of the help of an Additional or Assistant Judge, and therefore doing the Additional or Assistant Judge's work

A Joint Magistrate doing the work of a second Joint Magistrate in the District as well as his own

A clerk doing the duties of another clerk in the same office

(*c*)—Nor does the section affect "local allowances" given for the performance of separate duties

1. The allowances for the additional charge of an appointment of the kind specified in Section 11, are regulated by military rules and not by this Code.

241 (XXV) (*a*)—An officer appointed, without being relieved of his own duties, to be in charge of the current duties of an office, is ordinarily not entitled to acting allowance

Charge of current duties

(*b*)—But when an officer is appointed to be in charge of the current duties of a judicial office, or of a gazetted office in the Police Department, and the charge, in the opinion of

the Local Government, entails a substantial increase of responsibility, besides some additional work, he is entitled to a charge allowance, to be fixed by the Local Government, not exceeding one-tenth of the pay of the office If the office is open to, and may in practice be held by, a Covenanted Civil Servant or an officer of the Army, the charge allowance may not be less than Rs 100 a month

1 For a subordinate judicial officer in charge of the current duties of a district judge's office, the charge allowance is fixed at Rs 150 a month

(*c*)—An officer of the Engineer Establishment of the Public Works Department, appointed, without being relieved of his own duties, to be in charge of the current duties of an office of higher class than his own, is entitled to a charge allowance of one-tenth of the civil pay of the class. But the cases must be reported to the Government of India for confirmation.

CHAPTER IX

Appointments on Progressive Pay.

Rule for finding the "pay of the appointment"

242 XXVI (*a*)—When an officer is first appointed (whether the appointment be substantive or officiating) to an office of which the pay is progressive and the minimum pay is not less than Rs 100, the pay of the appointment shall, for the purpose of calculating his salary, be ascertained by counting towards the increments any excess over one year in the period immediately preceding the date on which the appointment takes effect during which the officer's pay continuously—

(1) if progressive, has been at its maximum, and

(2) has been not less than the minimum pay of the appointment

Provided that not more than a year can be counted under this section.

(*b*)—If the minimum pay of the appointment is less than Rs 100, no time can be counted towards the increments before the date on which the appointment takes effect.

Example—A had since the 1st July 1870 been drawing the maximum pay (Rs 600) of his appointment On the 1st December 1871, he was appointed to officiate in an office the pay of which rises from Rs 600 to 800 Under this section he counts five months out of the seventeen intervening between the 1st July 1870 and the 1st December 1871 This section, however, does not fix his salary, but only determines one of the elements necessary for its calculation

243. (XXVII).—After an officer's first appointment, the pay of the appointment shall, for the purpose of calculating his salary, be ascertained by counting towards the increments (in addition to any time admissible under Section 26)—

i Any time, whether continuous or not, during which he has officiated in the appointment, and during which—

(1) his pay, if progressive, has been at its maximum, and

(2) his salary has been not less than the minimum pay of the appointment

ii Any time during which he has substantively held the appointment

Example—A (the officer in the example under last section) will, under this section, count the time subsequent to last December 1871, during which he is officiating in the appointment But this section, like the last, does not of itself fix his salary

Rule for calculating salary"

244. (XXVIII)(*a*)—If the officer is officiating in the appointment his acting allowance shall be calculated on the mean pay of the appointment; his maximum salary shall be the pay of the ap-

pointment as fixed in accordance with Sections 26 and 27; and his minimum salary shall be half the mean pay of the appointment.

(*b*).—If the officer holds the appointment substantively, his pay shall be the pay of the appointment as fixed in accordance with Sections 26 and 27

Example —The "pay of the appointment," as fixed for A in the above example, is—

From December 1, 1871	...	Rs	600
From July 1, 1872 ...	...	„	650
From July 1, 1873 .	...	„	700
From July 1, 1874	...	„	750 and so on

If he officiates only, he gets Rs 740 (i *e* Rs 600+7/8), limited at first to Rs 600, after the 1st July 1872 to Rs 650, and after the 1st July 1873 to Rs 700 But after the 1st July 1874 he will draw the full Rs 740, as the limit is then Rs 750

If he at any time obtains the appointment substantively, he gets the full pay above stated

1. The following special rules apply to the Post Office Department —

(*a*) —Unless otherwise specially ordered by the Director-General, an officer can count time only under Section 27, and can count under part 1 of that section only so much as is continuous

(*b*) —An increment of salary accruing in any other month than March must be postponed until the 1st of March next following

245 (XXIX)—An officer may, by excluding a previous appointment, count a subsequent appointment as the "first" appointment under these rules

Example —A officiated from the 1st January 1872 till the 31st March 1872 in an appointment the pay of which was progressive, but his own pay not being at the maximum, he was not entitled to count any time under Section 26

He is again appointed to officiate on the 1st January 1874, but his pay having for some time been at the maximum, and the other conditions being fulfilled, the circumstances are such that, if this were his

first appointment, he would be entitled, under Section 26, to count nine months towards the increments

As this is more advantageous than it would be to count under Section 27 only the three months of his first officiating tenure, he would, by this section, exclude the first officiating tenure, and count the second tenure (beginning on the 1st January 1874) as the first.

The three months, of course, cannot be afterwards counted under Section 27

246 (XXX)—In Departments in which the pay is regulated according to classes, an officer may count, under Section 27, any time during which he has officiated in a higher class, as if he had during that time officiated in any lower class. Time thus counted cannot be afterwards counted towards an increment in the higher class.

Time spent on leave

247 (XXXI)—Time spent on leave with allowances counts towards increments in the same manner as if during it the officer had actually held or officiated in (as the case may be) the appointment on which he has a lien. But an increment accruing while an officer is on leave does not affect his allowances until he returns to duty

Suspension

248. (XXXII)—Time passed under suspension does not count towards increments, if the suspension is a penalty for misconduct, but an officer, in directing reinstatement of a person who has been suspended, may declare that the time shall count.

Note—The rules in Sections 26 and 30 were first promulgated in the Acting Allowance Code dated the 1st August 1871

Section 30 may be applied in fixing the salaries of officers in the appointments which they were holding on the 1st August, but no back pay before the 1st August can be drawn in consequence of the permission given by it

Section 26 can be applied only in fixing the salaries of officers in appointments made on or after the 1st August, but any officer holding an appointment on the 1st August 1871 may count that appointment as if it had been "first" made on that date

CHAPTER X

EXCEPTIONAL CASES

Members of Council

249 (XXXIII)—The allowances of an officiating Ordinary Member of the Executive Council of the Governer General, or of the Governor of Madras or Bombay, are regulated by Act of Parliament, Section 27 of 24 & 25 Vic, Cap 67

Section 27—If any vacancy shall happen in the office of an Ordinary Member of the Council of the Governor General, or of the Council of either of the Presidencies, when no person provisionally appointed to succeed thereto shall be then present on the spot, then, and on every such occasion, such vacancy shall be supplied by the appointment of the Governor General in Council, or the Governor in Council, as the case may be, and until a successor shall arrive, the person so nominated shall execute the office to which he shall have been appointed, and shall have all the powers thereof, and shall have, and be entitled to, the salary and other emoluments and advantages appertaining to the said office during his continuance therein, every such temporary Member of Council foregoing all salaries and allowances by him held and enjoyed at the time of his being appointed to such office, and if any Ordinary Member of the Council of the Governor General, or of the Council of either of the Presidencies, shall, by any infirmity or otherwise, be rendered incapable of acting or of attending to act as such, or if any such Member shall be absent on leave, and if any person shall have been provisionally appointed as aforesaid, then the place of such Member absent or unable to attend shall be supplied by such person, and if no person provisionally appointed to succeed to the office shall be then on the spot, the Governor General in Council, or Governor in Council, as the case may be, shall appoint some person to be a temporary Member of Council, and until the return of the Member so absent or unable to attend, the person so provisionally appointed by the

Secretary of State in Council, or so appointed by the Governor General in Council, or Governor in Council, as the case may be, shall execute the office to which he shall have been appointed, and shall have all the powers thereof, and shall receive half the salary of the Member of Council whose place he supplies, and also half the salary of his office under the Government of India, or the Government of either of the Presidencies, as the case may be, if he hold any such office, the remaining half of such last-named salary being at the disposal of the Government of India, or other Government as aforesaid provided always that no person shall be appointed a temporary Member of the said Council who might not have been appointed as hereinbefore provided to fill the vacancy supplied by such temporary appointment.

High Court Judges.

250 (XXXIV)—An Officiating Chief Justice, or Judge of any High Court, or of the Chief Court of the Panjab, is entitled to the full pay of the appointment

Law Officers

251 (XXXV)—An Officiating Law Officer draws, as acting allowance, the difference between the allowance attached to the appointment and the portion of it drawn by the absentee for whom he officiates.

1 The Government of Madras may apply this rule to an officer officiating as translator to Government

Cases of fixed minima.

252 (XXXVI)—The undermentioned officers, officiating or substantive, are entitled to minimum salaries as follows—

	Rs
Accountant General in Bengal, Madras or Bombay ...	1,500
Accountant General in the North-Western Provinces or in the Panjab	1,200
Accountant General (or Deputy Accountant General in independent charge) in British Burmah ...	1,000
Deputy Accountant General (in independent charge) in the Central Provinces, Hyderabad or Mysore ...	800
Uncovenanted Medical Officer in medical charge of a Civil Station	350

Supernumerary Deputy Collector in Sind	400
Extra Assistant Commissioner, 3rd Class, in British Burmah	75
Extra Assistant Commissioner, except as above .	200
Assistant Superintendent of Police (except those promoted from lower grades)	200

253 (XXXVII)—For the following cases there are special rules —

(*a*) A Clergyman appointed to perform the duties of a Chaplain on the regular establishment is entitled to an allowance of Rs 100 a month

(*b*) A Sub-Assistant Surgeon officiating for, or appointed to do the duties of, a Civil Surgeon is entitled to an allowance in addition to his day as follows —

If he be in the first or second grade —Rs 150 a month, (but he must forfeit the Panjab allowance of Rs 50 a month, if he has it)

If he be in the 3rd grade —Rs 100 a month.

(*c*) A Subordinate Medical Officer officiating in medical charge of a first or second class Civil Station, is entitled to an allowance, in addition to his pay, of Rs 100 a month.

Appendix referred to in Section XVIII See para 296 *as regards Telegraph Officers, and Uncovenanted Officers head "Salaries" as regards Forest Officers*

LAW OFFICERS

254 Sick leave and short leave on private affairs (now called privilege leave) may be granted to Law Officers in accordance with the Rules of the 8th June 1855 for the grant of Leave of Absence to Covenanted Civil Servants Provided that no additional expense be caused in consequence of the leave

(Supplement D of the Civil Leave Code)

Abstract of the Rules for Leave of Absence to Covenanted Civil Servants, of 8th June 1855, as applicable to Law Officers

SICK LEAVE

Section VI Clause 1.—The total period of absence (save as specially excepted in Clause 5 of this Section and in Section VIII) shall not exceed 18 months in the whole or 15 months on any one occasion

Clause 2 —This leave reckons if the officer proceed to a Sanitarium within the Presidency, from the date of his arrival thereat to the date of his quitting the Sanitarium, if to any place beyond the Presidency, but within the Continent of India, from the date of leaving the frontier of his own Presidency to the date of his return thereto, if to Sea, from the date of sailing of the Vessel on which he may embark from any Port in India which is not more distant from his Station than the Port of his own Presidency to the date of his arrival there Office is vacated if the absentee exceeds his leave

Clause 3 —An officer on sick leave draws a moiety of Salary, not exceeding Rs 10,000 (£1,000) per annum nor falling short of Rs 5,000 (£500) per annum If the absentee's substantive pay is less than Rs 5,000 per annum, it is drawn in full during absence

Clause 4 —Special leave (subsidiary) before the commencement and after the termination of sick leave is granted on the same allowance as is given by Clause 3 of this Section

Clause 5 —If the absentee applies under medical certificate to remain absent for a longer period than 18 months, or 15 months at any one time, the leave may be extended up to 2 years, with permission to retain office and half salary within the prescribed limits

Section VII —If above 15 years' service, an officer, after having been absent on sick leave for 18 months or 15 months at one time, at whatever period of service such sick leave might have been taken, may be allowed a further period of leave on medical certificate, not exceeding 6 months, during which he may retain his appointment and draw half salary within the prescribed limits

SHORT LEAVE ON PRIVATE AFFAIRS

Section XII —Privilege leave on full salary is allowed for one month in each calendar year, provided no inconvenience arises from the absence of the officer seeking it No second leave is granted until the completion of 11 months from the expiration of any such last leave if taken at one time or from date of return for any sick leave, or until after six months from the expiration of the last instalment of leave, if it was divided This leave can accumulate up to 2 or 3 months after the expiration of 22 or 35 months from the termination of the last preceding leave If an officer does not return at the expiration of this leave, he forfeits all pay and allowances for the period by which he overstays his leave, and if he remains so absent for more than a month, his appointment is forfeited

Privilege leave cannot be granted in continuation of, or in connection with, leave under Section XIV, Clause 1 of these rules—nor can it be granted in continuation of sick leave, but if sick leave is taken in extension of privilege leave, the whole period is treated as leave on medical certificate

An officer who has been absent on sick leave during any portion of a calendar year, is not entitled to privilege leave during that year

Section XIII—Privilege leave is granted in one period only, whether for a whole month or less, but not in detached portions to complete one month, but under exceptional circumstances, it may be granted in two instalments, not exceeding in the aggregate one month in the calendar year

Section XIV Clause 1—Special leave on private affairs for six months may be allowed, on half pay, to any place in or out of India After six months' absence any office held by the absentee becomes vacant

Clause 2—This Leave reckons, if taken in India, from the date of the absentee quitting his station to the date of return thereto, if to Europe, from the date of sailing of the Vessel in which he may embark from the Port nearest to his Station to the date of his arrival at the same on return to duty No second leave is granted until after six years from the date of return to duty from a former leave No portion of the half salary allowed to be drawn is claimable till the absentee returns to duty

For the interval elapsing between departure from Station to arrival at the Port of Embarkation, in the case of leave taken to Europe, and between return to Port and re-arrival subsidiary leave may be granted for such terms as may be considered necessary on the same terms and conditions as those of special leave

Section XXX—If any Law Officer quits his duty, save on leave under medical certificate or on short leave on private affairs, he forfeits his appointment

255. A Law Officer is not allowed any privilege as regards leave of absence with retention of appointment, which is denied to a member of the Covenanted Civil Service

Finl Dept No 2745, dated 17th October 1866.

256 If a Law Officer resigns his appointment after having enjoyed some leave under the rules, and afterwards takes employment again, the leave taken by him before he resigned his appointment, should be treated on re employment as if he had not so resigned—in other words, his title to fresh leave should be regulated with reference to his past leave

Finl Dept No 2581, dated 12th August 1870

257 An officer officiating as Law Officer draws acting allowance according to Section 35 of the Acting Allowance Code – *See para* 250.

The following to be added to para 258 :—

Regimental pay and Indian allowances of Subalterns of the British Army

G. G. O No. 731 *of* 1872.—Under the provisions of the Royal Warrant, dated 28th December 1871, the rates of pay and allowances of Subalterns of the British Army of the several Arms serving in India have been fixed as follows :—

Ranks	Regimental Pay & Allowances for any Month				
	Royal Horse Artillery	Field and Garrison Artillery	British Cavalry	British Infantry	Royal Engineers.
	Rs. A P	Rs. A P	Rs A P	Rs A P	Rs. A P
Lieutenant	250 10 4	213 5 0	250 10 4	202 12 5	213 5 0
,, after 3 year's service in that ranks.	305 4 0	265 12 0	305 4 0	256 10 0	265 12 0
Sub-Lieutenant .	. .	.	250 10 4	202 12 5	..

In addition to the above rates of pay and allowances, horse allowance is passed at Rs 60 per mensem in the Horse Artillery and Cavalry and at Rs. 30 per mensem in Field Artillery Batteries.

When however Subalterns of the British Army serving in India are not in receipt of any Indian allowances, they are entitled to the following rates of pay, being the equivalent of the rate prescribed in the Royal Warrant, dated 28th December 1871, converted into Indian Currency at the Exchange of two shillings half penny the Rupee

Ranks	Regimental Pay for any Month				
	Royal Horse Artillery	Field and Garrison Artillery	British Cavalry	British Infantry.	Royal Engineers
	Rs. A P	Rs A. P	Rs A. P	Rs A P	Rs A. P
Lieutenant	127 15 4	83 3 9	119 4 3	78 4 3	83 3 9
„ after 3 years' service in that rank	146 9 6	101 13 11	134 2 9	96 14 5	101 13 11
„ after 10 years' service in that rank	161 8 0	116 12 4	134 2 9	111 13 0	116 12 4
Sub-Lieutenant	. ..	...	78 4 3	78 4 3	...

4. Causes 5 and 6 of the Royal Warrant are not applicable to India —

Indian pay and allowances of officers of the Royal Artillery and Engineers.

G G O 841 *of* 1872 —2 —In publishing the foregoing Royal Warrants, dated 5th July 1872, the Right Hon'ble the

Governor-General in Council is pleased to notify, under instructions from Her Majesty's Secretary of State for India, that the Indian pay and allowances of all Regimental Lieutenant-Colonels of Royal Artillery and Engineers serving in India will be the pay and allowances of that grade,* the distinction heretofore in force between the two Classes of Lieutenant-Colonels, those on Lieutenant-Colonel's and those on Major's pay, being abolished as regards their pay, furlough pay and pension

	Rs	A.	P
R. H. A.	1,037	0	0
R. A.	1,002	4	0
R. E.	1,002	4	0

With horse allowance under the regulations as at present, viz, Rs. 120 for Horse Artillery and Rs. 30 for Field and Garrison Artillery and for Royal Engineers

3. The Indian pay and allowances of Regimental Majors of Royal Artillery* and Engineers will be the exact amount now drawn by first Captains of those corps

	Rs	A	P
R. H. A.	473	0	4
R. A.	433	10	0
R. E.	433	10	0

With horse allowance under the regulations as at present.

4. The furlough pay of Regimental Majors and the retired pay in the case of officers retiring on the full pay Pension of their rank, under Indian Regulations, will be the British pay * laid down in the Royal Warrants of the 5th July 1872.

	£	d
R. A. ..	14	6
R. E.	15	0

5. The pay of officers of Royal Artillery and Royal Engineers hitherto holding the rank of second Captain will re-

	Rs	A.	P
* R H A	473	0	4
R. A.	417	7	8
R E	433	10	0

With horse allowance under the regulations as at present.

main unaltered * The Governor General in Council further notifies that with a view of improving the position of officers of Royal Artillery Commanding Garrison Batteries the allowance for that Command will be increased from Rs. 30 to Rs 100 per mensem

6. The increased rate of command allowance sanctioned for Garrison Batteries of Royal Artillery will come into effect from the 1st August 1872.

BOOK VI.

PART I

MILITARY OFFICERS IN CIVIL EMPLOY

Military Pay and Allowances, House Rent, &c

258 Military Officers draw Military pay and Indian allowances as follows when not in receipt of consolidated salaries —

Rank	Indian Full Pay and Allowances									Staff Corps		
	Engineers and Foot Artillery			Cavalry and Horse Artillery			Infantry					
	Rs	A	P	Rs	A	P	Rs	A	P	Rs	A	P
General Officer										1,295	5	0
Colonel	1,265	5	0	*1,358	7	0	1,265	5	0	1,265	5	0
Pay Proper	304	6	0	397	8	0	304	6	0			
Lieutenant-Colonel	1,002	4	0	1 037	0	0	1,002	4	0	827	14	0
Pay Proper	243	8	0	278	4	0	243	8	0			
Major .. . ,	759	3	0	809	6	4	759	3	0	640	14	0
Pay Proper .	182	10	0	232	13	4	192	10	0	..		
Captain ..	433	10	0	473	0	4	415	6	0	374	1	6
Pay Proper	140	0	0	179	6	4	121	12	0			
2nd Captain .	417	7	8		.							
Pay Proper	[illegible]3	13	8					.		..		
Lieutenant .	265	12	0	305	4	0	. 256	10	0	225	12	0
Pay Proper .	70	0	0	109	8	0	60	14	0	.		
Cornet of Cavalry, 2nd Lieutenant, and Ensign .	2	13	5	250	10	4	202	12	5	202	12	5
Pay Proper .	60	0	0	97	4	0	49	7	0	49	7	5

N. B.—Since January 1865, half batta has been abolished

* Exclusive of Horse Allowance

G O No 711 of 1867

259. A Military Officer, whether belonging to the Staff Corps or otherwise, when announced in Government Orders as succeeding to Colonel's allowances, vacates his appointment, but he is eligible for re-appointment or employment in another capacity at the discretion of Government, and with the sanction of the Secretary of State for India in Council

G O No 963 of 1868

260 Officers who have attained to Colonel's allowances, and who are thereby precluded, under the G O No 663 of 1862, from the receipt of Indian allowances for more than six months from the date of the G. O granting them the allowance will, if compelled to proceed to the Colonies or to Europe on sick leave under the New Rules, receive Indian allowances for the unexpired portion of that period

G O No 238 of 1865

261 Since the abolition of the half batta rate, the pay and Indian allowances, extra batta and tentage of European Commissioned Officers, not being Officers of the Staff Corps, or holding staff appointments, are drawn, in a consolidated sum as Regimental pay and allowances without details This consolidated sum includes the same fixed allowance for tentage as heretofore, *viz* —

Colonel	Rs	200
Lieut-Colonel	„	150
Major	„	120
Captain	„	75
Lieutenant	„	50
Cornet and Ensign ...	„	50

262 Military Officers transferred to the Invalid Establishment, draw pay and Indian allowances as follows — G O No. 819 of 1857

Rank	Pay and Indian allowances			House-rent.			Total		
	Rs	As.	P.	Rs	As	P.	Rs	As	P
Lieut -Col	547	14	0	100	0	0	647	14	0
Major	410	14	0	80	0	0	490	14	0
Captain	249	1	0	50	0	0	299	1	0
Lieutenant	145	12	0	30	0	0	175	12	0
Ensign	107	1	11	25	0	0	132	1	11

263 An Invalided Military Officer obtaining employment in the Civil Department, draws the salary of the appointment to which he is nominated minus his pension, which merges into his salary. Court's Despatch No 38, dated 6th May 1857 Finl Dept No. 3091, dated 4th July 1857 Ditto ditto dated 8th Jan 1858.

N B —This rule is not applicable to Officers who are in the receipt of extra annuities granted on the re-organization of the Native Army *(Financial Department No 3368, dated 9th May 1862,)* nor to Non-Commissioned Officers and Privates, receiving an invalid or wound pension *(Financial Department No 2279, dated 31st August 1867)*

264 A Military Officer who has retired on a pension obtained not on medical certificate, but after a prescribed period of service, if subsequently employed in any public capacity, draws his pension in addition to the salary of the office which he holds. If he resigns the service while holding any office in the Civil Department, he must vacate that office at the same time, but he might be Secy of State No 290, dated 9th July 1868. Finl. Dept. No. 1651, dated 6th Aug 1868

re-appointed to it should the Government consider such a measure as decidedly for the interests of the public service, and not as a matter of right.

Fmd Dept., No. 848 dated 6th June 1866

265. Military pensioners of the rank of Non-Commissioned Officers and Privates are allowed to draw their pensions in addition to the salaries attached to situations other than Military to which they may be appointed.

Ditto ditto No 2091, dated 26th Apl 1865.

266. An Invalided Military Officer, whose pension on re employment has merged into his salary, draws, while absent on leave, either the usual absentee allowance under the Uncovenanted Service Rules or his Military pension, whichever might seem more advantageous, he cannot draw both

G O No 157A of 1863. G O No. 698 of 1864.

267 Officers holding the appointments noted in the margin, or any of those laid down in the Table of Staff salaries fixed in G. O No 157A of 1863, whether in an acting or permanent capacity, if not atached to the Staff Corps, draw their allowances as if they are Officers belonging to that Corps. Thus a Regimental Captain being appointed 1st Assistant Secretary, Military Department, the staff salary of which is Rs 700 a month, will draw 700 + 374-1-6 and not 416-6 + 700 If a Regimental Officer is appointed to act in such appointment, he will draw in addition to half staff salary, the Staff pay and allowance of a corresponding rank in the Staff Corps.

	Consolidated Rs
Secy, Govt. of India, Mily Dept	8,500
Staff Salary	
Depy Secy to Govt. Mily Dept.	1,000
1st Asst. Secy	700
2nd do. do.	500
Private Secy to Lieut.-Govr	350
Mily Secy, Punjab Government	790

268. A Military Officer suspended or otherwise put out of employ, draws his pay and allowances from the date of suspension until the determination of the Home Authorities is known If dismissed the service, he draws subsistence allowance in the Military Department for six months at the following rates — Pay and Audit Regulations of 1849 Paras. 86 and 87, Sec 16.

Field Officers, Captains and Surgeons . .	Rs	4	0	per diem	
Lieutenants, Assistant Surgeons and Veterinary Surgeons	„	2	0	„	„
Ensigns, Cornets and Cadets .	„	1	12	„	„

269 A Military Officer in Civil employ suspended as a punishment and not merely pending an investigation into his conduct, receives no salary for the period of his suspension Any Military pay which he receives by virtue of his Military Commission is disbursed in the Military Department Finl Dept., No. 2077, dated 28th Aug. 1865

270 A Military Officer in Civil employ drawing staff or consolidated salary draws his entire allowances in the Civil Department, whether present on duty or absent on leave, except when a Staff Corps Officer draws under special circumstances the excess of his pay and allowances over his consolidated salary in the Military Department. Finl Dept. No 1520 dated 27th June 1871.

271 When a doubt is entertained as to the proper department to which any part of an Officer's allowances the claim to which is unquestioned, should be debited, the department which had hitherto passed his allowances, will continue Finl Dept No 1163, dated 18th Dec. 1862.

to do so, until it is decided whether the charge should be treated as a Civil or a Military one.

Ditto ditto No 1002, dated 16th Feb 1871 G O No 179 of 1871

272 An officer of a Native Regiment joining the Civil Department on probation, cannot draw any portion of the staff pay of his Regimental appointment for the term of his probation

Military Department No 450, dated 14th April 1864

273. A Military Officer who was on the receipt of Field allowance and without employment, when he entered the Staff Corps, should continue to draw such allowance, but on his obtaining a paid appointment or promotion to a higher grade in the Staff Corps, the allowance will cease

Fml Dept. No 364 dated 17th Jan 1868

274 Staff Corps pay may be passed in the Civil Department, to an Officer of the British Army in Civil employ, who is certified to be or to have been a Probationer for the period in that Corps

Ditto ditto No 1627, dated 30th June 1871

275 Artillery and Engineer officers if employed in the Survey Department have the option of joining the staff corps, and drawing staff corps pay and house rent If they don't join the staff corps, they continue to draw Artillery or Engineer pay and the old rate of Presidency house rent

Ditto ditto No 1298, dated 8th Mar 1864.

276 Officers of the Staff Corps, whose Staff Corps pay exceeds the Civil salary of their appointments, are not entitled to the excess.

G O. 1168 of 1868

277. An Officer of the Staff Corps is not at liberty to decline any appointment for which he might be selected, or to throw himself out of em-

ployment by resignation, except under special circumstances, to be duly considered and admitted by the Government (Military Department) of his Presidency In any exceptional case, where his consolidated salary may fall short of his substantive Military pay, the difference may be paid and treated as a Military charge

Military Department No 1079, dated 24th Dec 1868 Finl Dept No. 10, dated 18th Jan 1869

278. Officers attached to the Military Secretariat or those who obtain their appointments from the Military Department, draw acting allowance while acting for each other according to Military Rules, whether their salaries are consolidated or staff

Finl Dept No. 89 dated 10th Jan 1866

House Rent.

279 Officers of the Staff Corps, when employed in a Presidency Town and not drawing consolidated salaries, draw house rent as follows, if not supplied with public quarters —

G O No 156A of 1863

	Per mensem
Colonel and Lieut -Colonel	Rs 125
Major	„ 100
Captain	„ 75
Lieutenant	„ 40

280 A Military Officer not in the Staff Corps and employed at the Presidency holding any appointment laid down in the Table of Staff Salaries, to which a staff salary is attached, draws house-rent like a Staff Corps Officer of corresponding rank

G O No. 156A of 1863

281. Military Officers of the Public Works Department not belonging to the Staff Corps and not on receipt of consolidated salaries, draw, when employed at the Presidency, house-rent,

Standing Order No 37 of 1868

at 50 per cent in excess of the ordinary scale, which is as follows :—

		Per mensem.
Field Officers	...	120
Captains	..	90
Lieutenants	.	60
Cadets	...	30

Finl. Dept. No 7456, dated 27th Dec. 1858 Ditto ditto No 6800, dated 1st Aug 1860

282 A Military Officer in Civil employ drawing house-rent, is not entitled to tentage in addition, nor can he on promotion draw a higher rate of tentage in lieu of the house-rent previously drawn by him

Finl Dept. No 2638, dated 20th Sep 1867

283 Officers who draw Presidency house-rent, are entitled to the same during absence in the Mofussil on duty, provided such absence does not exceed two months, exclusive of the months of departure and return, and provided they certify that they were put to the same expense for keeping up a house during absence as when present at the Presidency

N B—This rule is of General Application

Ditto ditto No 1968, dated 31st Mar 1869

284 Whenever an Officer who is entitled to house-rent, if not furnished with public quarters, occupies public quarters, he is to pay rent for such quarters to the Public Works Department, and draw house-rent in the Civil If he is not entitled to house-rent, but is supplied with public quarters for some special reason, he is not to pay rent for the use of such quarters

N B—This rule is of General Application

Ditto ditto No 2828, dated 17th Aug 1871

285. When an officer in Civil employ rents a Government building the officer in charge of the building should instruct the Accountant General

in whose circle the officer is employed, to deduct the rent from his salary If the officer is transferred to some other station or province and any rent is due from him, the fact should be noted in his last pay certificate

N B —This rule is of General Application

286 The following is the scale of rent charged for occupying public quarters from Commissioned Officers not entitled to the same — G. O No. 859 of 1866.

	Per mensem	
Colonel or Lieut -Colonel	.. Rs	100
Major	. „	80
Captain	... „	50
Lieutenant	„	30
Ensign .. .	.. „	25

Medical Officers according to rank

287. An Officer who ordinarily receives Presidency house-rent, and is temporarily furnished with public quarters valued at a rental less than his Presidency house-rent, is not entitled to draw the difference even though those quarters be below the standard fixed as suitable for his rank Military Department No. 1182, dated 23th Dec 1868 Finl Dept. No 25, dated 6th Jan. 1870

288 An Officer acting as Agent to the Governor-General with the ex-King of Oudh and Superintendent of Political Pensions, draws house-rent at Rupees 125 a month, if he is not in the receipt of Presidency house-rent, and is not supplied with free quarters, provided that his aggregate receipts do not exceed Rupees 1,200 per mensem Finl Dept No. 1804, dated 19th June 1869.

Departmental Rules

289. *Cantonment Magistrates.* — Cantonment Magistrates are of two grades, and draw consolidated salaries as follows — Finl Dept No. 3473, dated 30th Nov. 1864

	Per mensem	
1st grade ...	Rs	1,000
2nd grade ..	... „	700

First grade Officers are appointed to 1st class stations, which are follows —

Peshawur	Allahabad
Rawul Pindee	Lucknow
Meean Meer	Benares
Umballa	Barrackpore
Meerut	Gwalior
Agra	Kamptee
Nusserabad	Dinapore

N B—This rule is not applicable to incumbents who on the issue of the order were on the receipt of staff salaries

Foreign Dept. No 1031, dated 12th June 1867.

290 Cantonment Magistrates in the Native States of Morar and Mhow draw consolidated salaries of Rupees 1,000 a month, the Officer at Neemuch draws Rupees 700, with the option of receiving staff salaries of Rupees 300, and Military pay and allowances in lieu of consolidated salaries.

Fin. Dept. No. 8850, dated 30th Dec 1867

291 Officers acting as Cantonment Magistrates for those who are on the receipt of staff salaries, draw deputation allowance on the consolidated salary attached to the appointments, and not on the staff salary drawn by the permanent incumbents

TELEGRAPH DEPARTMENT.

Home Dept No 4877, dated 8th Dec. 1865
Fin. Dept. No 8716, dated 30th Dec. 1865
Ditto ditto No 1008, dated 14th July 1868
Ditto ditto No 85, dated 6th Apl. 1869

292 *Telegraph Officers*—Officers of the Telegraph Department are classified as follows —

Superior Establishment

Designation	Civil Consolidated Salary			Military				
				Staff Salary	Maximum to be drawn	Consolidated Salary		
	Minimum	Annual increase	Maximum			Minimum	Annual increase	Maximum
Director General	.	.	3,000	.	.	..	.	3,000
Deputy ditto	1,500	50	1,800		.	1,500	50	1,800
Director of Construction . . . / Superintendent 1st Class ..	1,050	75	1 500			1,050	75	1,500
Ditto, 2nd class	800	50	1,000			800	50	1,000
Ditto, 3rd class .	600	30	750	400	803		.	.
The Compiler of Telegraph Accounts has the rank and emoluments of a Superintendent								
Assistant Superintendent, 1st grade	350	25*	450	300	734			
Ditto, 2nd grade .	300	25†	325	250	684			
Ditto, 3rd ditto ..	250	25‡	275	200	466			
Ditto, 4th ditto ..	200	25§	225	150	461			

* Assistant Superintendents are not promoted to the grade of Superintendents, unless they pass in Hindoostanee and by the higher standards

† After 5 years' service After 6 years, to be promoted to 1st grade

‡ After 3 years' service. After 4 years, to be promoted to 2nd grade

§ After 1 year's service and on passing an examination in the vernacular get an increase of Rupees 25 After 2 years to be promoted to 3rd grade

Upper Subordinate Establishment.

Designation	Minimum	Annual Increase	Maximum
Sub Assistants, 1st grade	200 per mensem	25	300
Ditto, 2nd grade .	150 ,,	25	200
Inspectors, 1st grade .	120 ,,	10	150
Ditto, 2nd grade	80 ,,	10	120

Lower Subordinate Establishment.

Sub-Inspectors, 1st grade	60 per mensem	5	80
Ditto, 2nd grade ..	25 ,,	5	40

Signalling Establishment

Ditto ditto. 293. Signallers and Telegraph Masters draw pay as follows. —

	Character.				
After years of service	Superior.	Good	Average.	Indifferent	Remarks
15	195	162	130	100	Increments doubled 6-8-10-12.
14	183	152	122	95	
13	171	142	114	89	
12	159	132	106	83	
11	147	122	98	77	
10	135	112	90	71	Increments 50 per cent higher.
9	126	105	84	66	
8	117	97	78	61	
7	108	90	72	57	
6	99	82	66	52	
5	90	75	60	45	No change in increments 3-4-5-6.
4	84	70	56	42	
3	78	65	52	39	
2	72	60	48	36	
1	66	55	44	33	
0	60	50	40	30	

Ditto ditto. 294 Signallers draw rations from the Commissariat as soldiers, and recieve their uniforms gratis at an estimated cost of £3 per head a year. They find their own linen, boots, and shoes, &c., but Government gives them caps, trousers, waistcoats, and jackets or coats.

Finl Dept. No. 1171, dated 28th June 1867. *N B*—Signallers who draw rations from the Commissariat, pay the full charge of such rations to that Depart-

ment and recover from the Telegraph Department in their salary bills, the excess of the charge over the rates paid by soldiers.

295 Signallers in charge of Telegraph Offices who are styled Telegraph Masters, get "charge allowance" in addition to salary according to the following scale. This allowance is personal and not local, and is taken into account when calculating absentee pay and pensions —

Fml Dept No 2031, dated 25th Aug 1864 Ditto ditto No 2031, dated 15th Aug 1867.

No		Per mensem
7—1st grade (Presidency full day and night)	Rs	80
14—2nd „ (Repetition, day and night) ...	„	60
110—3rd „ (Full work day only)	„	40
121—4th „ (Light day work only)	„	20

N B —The total amount for charge allowance is Rs 8,300 per mensem, and the scale might be altered or redistributed as the Director General may think proper within this amount

296 *Probationers* —Probationers are entertained for instruction in signalling duties under orders of the Director General The maximum salaries paid to the officers are as follows .—

Dr. Genl's Cir No 101, dated 6th Apl. 1861

		Per mensem
On joining	Rs	20
When able to receive signals at the rate of six words per minute ..	„	25
When able to read signals at the rate of ten words per minute and reported qualified for duty in a signal office ...	„	30

Appendix referred to in Section 18 *of the Acting Allowance Code.*

297 The following rules relate to the acting lowance of officers of the superior establishment, the expression "consolidated pay" being in all cases understood as the pay fixed for a Civil officer holding an appointment even though the

Finl Dept No. 2108 dated 13th Mar 1872.

officer affected in the calculation of acting allowance be a Military officer.

(I)—An Officer officiating in the Telegraph Department, who does not hold any substantive appointment shall receive an acting allowance of half the consolidated pay of the appointment in which he may officiate In giving acting allowance under this rate to a Military Officer not holding any substantive appointment, who may officiate in the Telegraph Department, the allowance granted will be in addition to Military pay and allowances, up to an amount not exceeding what the Officer would draw were he to be confirmed in the lowest grade of the class in which he may be officiating

(II)—The salary of an Officer officiating as Director General shall be regulated by the rules for the grant of acting allowance to Officers in civil employ generally *Financial Department No* 2271 *dated* 27*th March* 1872.

(III)—Except as provided in Rules I and V., an Officer officiating in a grade immediately superior to his own, shall draw the minimum consolidated salary of that grade. If he be a Military Officer and the grade in which he is officiating carries staff allowances, he shall draw the same pay as he would draw if he were confirmed in that grade

(IV)—Except as provided in Rules I and V, an Officer officiating in a grade higher than that immediately superior to his own, draws acting allowance at one-fifth of the mean consolidated salary of the grade in which he is acting, provided it does not exceed the minimum pay of that grade. If he be a Military Officer acting in a grade carrying staff allowances, he draws, in addition to his own staff salary, acting allowances of one-fifth of the staff allowances of the grade in which he may be acting, provided his whole allowance does not exceed the minimum pay fixed for the grade in which he may be acting.

(V.)—No Assistant Superintendent acting for another Assistant Superintendent of a higher grade is to draw acting allowance

(VI)—The Rules are applicable to all Officers, Military or Civil, officiating in the superior appointments of the Telegraph Department, in all cases whether in an absolute vacancy or during the absence of the permanent incumbent on general or privilege leave, special duty or field service

(VII)—The acting allowance to the substitute of an Officer on privilege leave will be paid by the State.

(VIII)—A Superintendent holding charge of two Divisions, receives an allowance of Rs 100 a month, and any Assistant Superintendent in charge of two Sub-Divisions receives Rs 50 a month This is only to be allowed under special circumstances, and as a temporary arrangement, and must be reported to the Government of India for confirmation

No increased allowances are payable to any officer of the Upper or Lower Subordinate Establishment or to any Sub-Inspector, for performing duties previously entrusted to one of a higher grade in either of those Subordinate Establishments

298 Assistant Superintendents while in charge of the following Offices get an extra allowance of Rs. 50 a month.— Finl Dept No. 3200, dated 2nd Apl 1866

Signal Office, Madras
" " Agra
" " Calcutta
" " Simla.
" " Bombay.
" " Kurrachee
" " Deesa
" " Rangoon
Check Office, Calcutta
Store Yard, Alipore

299 Subordinates in charge of Sub-Divisions of lines, ordinarily held by Assistant Superintendents, draw a special allowance of Rs. 30 a month Ditto ditto No 157, dated 20th May 1867.

Finl Dept. No 165, dated 27th Apl 1867 Ditto ditto No 2890 dated 19th Dec. 1871.

300 Telegraph Officers stationed at Calcutta, Bombay, Rangoon, Karrachee and Madras draw house-rent as follows :—

	Per mensem
Superintendents of all grades	Rs. 50
Assistant Superintendents	„ 25
Sub-Assistants and Inspectors	„ 10

Finl Dept No 2540, dated 29th Apl 1868

301. Telegraph Masters and Signallers, attached to the Calcutta Telegraph Office, are allowed, as a temporary measure, house-rent, the former at Rs 10 and the latter at Rs 5 per mensem, until the building designed for the Telegraph Department is completed.

Ditto ditto No 6207, dated 28th May 1861 Ditto ditto No 1764, dated 3rd Aug 1866 Ditto ditto No 504, dated 31st May 1867 Home Dept. No 2826, dated 17th July 1866 Ditto ditto No 582 dated 31st July 1865 Ditto ditto No 1630, dated 22nd Mar 1871

302 .Telegraph Officers (Signallers) employed at Akyab, not natives of that province, and all Officers stationed at or travelling on duty south of Ramoo and Officers employed in the Bombay Presidency drawing not more than Rs 120 a month, get "Pegu Allowance," according to the following scale .—

Rate of Pay.	Rate of Allowance	Rate of Pay	Rate of Allowance
1st Rate Rs 500	Rs 80	11th Rate Rs 75	Rs 16
2nd „ „ 400	„ 30	12th „ „ 60	„ 15
3rd „ „ 350	„ 30	13th „ „ 50	„ 14
4th „ „ 300	„ 25	14th „ „ 45	„ 13
5th „ „ 250	„ 25	15th „ „ 40	„ 12
6th „ „ 200	„ 25	16th „ „ 35	„ 11
7th „ „ 150	„ 20	17th „ „ 30	„ 10
8th „ „ 120	„ 20	18th „ „ 25	„ 8
9th „ „ 100	„ 16	19th „ „ 20	„ 7
10th „ „ 80	„ 18	20th „ „ 15	„ 6
		21st „ „ 10	„ 5

N B —Signallers at stations in the Bombay Presidency, when promoted to salaries exceeding Rs 120 a month, draw so much of the Pegu allowance as would make up their total allowance to the sum drawn before promotion — *Financial Department No.* 2167, *dated* 23*rd April* 1867

303. Signallers at the undermentioned stations draw "exposure allowance," which is the same rate as "Pegu allowance" Exposure allowance is also granted when Signallers are employed in temporary offices, such as are opened on river banks on the failure of cables, and sent out along the line in cases of interrupted or impassed communication

Home Dept. No 1521-22 dated 18th Dec. 1866

ASSAM DIVISION	DACCA DIVISION
Titalya	Pabroo
Cooch Behar	Ramoo
Doobree	
Cachar.	PEGU DIVISION
Purneah	
Cherapoonjee	Aeng
Gowhatty	Toungoop
Darjeeling	
Rungpore	

304 *Grain allowance* —Grain allowance is given to Telegraph Establishments in any province in India, where the cost of living is exceptionally high It is allowed in the Bombay Presidency in districts where grain is below 13 seers the rupee, at the following rates —

Secy of State No 170, dated 21st July 1866. Finl Dept. No 2282, dated 12th Sep. 1866 Home Dept. No 344, dated 5th Oct 1869.

		Per diem
To Servants drawing less than	...	Rs 8 a month, one anna
To Servants drawing	...	„ 8 „ half anna

Where the price of grain is below 10 seers a rupee, the allowance is given at the following rates .—

To persons drawing more than Rs 8 not exceeding Rs. 17 per mensem	...	...	Rs 25 per cent.
Ditto	drawing Rs	18 to 30	„ 20 „
Ditto	ditto „	31 to 50	„ 15 „
Ditto	ditto „	51 to 110	„ 10 „
Ditto	ditto „	111 to 200	„ 5 „

and none to persons whose salaries exceed Rs. 200 a month

N B—"Pegu" exposure and grain allowances are not allowed during absence on leave, unless specially allowed by Government under exceptional circumstances or at exceptional places

SURVEY DEPARTMENT

305 *Survey Officers*—Officers of the Trigonometrical, Topographical and Revenue Surveys, draw pay as follows —

		Staff Salary
1	Surveyor General of India ..	Rs 1,500 a month
1	Superintendent of the Great Trigonometrical Survey ..	„ 1,300 „
2	Superintendents of Revenue Surveys and Deputy Surveyors General .	„ 1,000 „

N B—Officers permanently attached to Head-Quarters are styled Assistant Surveyors General

Senior Establishment

Designation	Military		Civil	Number of Officers					
				Trigonometrical Survey		Topographical Survey		Revenue Survey	
	Staff Salary	Maximum to be drawn	Consolidated Salary	Military	Civil	Military	Civil	Military	Civil
	Rs	Rs	Rs						
Deputy Supdts of Survey, 1st grade	800	1,000	1,100	2	1	2	.	2	1
„ „ 2nd „	650	1,400	900	3	1	2		4	1
„ „ 3rd „ .	500	1,200	700	4	1	2	1	4	
Asst Supdt of Survey, 1st grade	375	750	500	5	2	3	1	4	2
„ „ 2nd „ .	250		350						3
„ „ 3rd „ .	150	.	250	3	2	3	..	6	4

Upper Subordinate Establishment

Designation	Civil Consolidated Salary	Trigonometrical Survey	Topographical Survey	Revenue Survey
	Per mensem	No of Officers	No of Officers	No of Officers
	Rs			
Surveyors, 1st grade	500	4	3	2
„ 2nd „	400	4	4	4
„ 3rd „	350	8	3	8
„ 4th „	300	8	4	14
Asst Surveyors, 1st grade	250	8	9	6
„ „ 2nd „	200	6	8	10
„ „ 3rd „	160	8	9	13
Probationary Surveyors, 4th grade	120	8	6	16

Lower Subordinate Establishment

Subordinates including Mootsuddees, from Rs 12 to 100 are divided into	3 grades	Sub-Surveyors, 1st grade Do do 2nd do Do do 3rd do

Note —Officers of the Survey Department draw Acting allowance under the rates as given in Chapter VI of the Acting Allowance Code, page 90

306 The Civil consolidated salary for the purposes of acting allowance in the case of the undermentioned officers who draw staff salaries, is as follows — Finl. Dept. No. 3439, dated 6th Nov. 1866.

	Per mensem
Surveyor General ...	Rs 2,100
Supdt, Great Trigonometrical Survey ...	„ 1,800
Deputy Surveyors Genl	„ 1,400

Note —An Assistant Surveyor in permanent charge of a Survey party, if appointed in order to officiate for a Surveyor, would be entitled to acting allowance under the rules, although he

may not be relieved of his substantive duties and another Assistant Surveyor may be put in charge of the absent Surveyor's party

Finl. Dept. No 3239, dated 31st Oct. 1868

307 Survey Officers employed in Assam, draw special local rates as follows —

	Per mensem
Deputy Superintendents of Survey Assistant Superintendents	Rs 75
Surveyors (*Late Civil Assistants*)	„ 50
Assistant ditto (*Late Sub-Assistant*)	... „ 40

Ditto ditto No 704, dated 22nd Feb 1866

308. Civil Officers of the Survey Department draw house-rent as follows, when employed at the Presidency.

Great Trigonometrical Survey	Topographical Survey	Revenue Survey	Rate of house rent
Deputy Superintendent of Surveys (late 1st Assistant)	Deputy Superintendents of Surveys	Deputy Superintendents of Surveys	Rs. 60 per mensem
Assistant Superintendent of Surveys (late 2nd Assistant)	Assistant Superintendents of Surveys	Assistant Superintendents	45
Surveyors, 1st grade	Surveyors, 1st grade	Surveyors, 1st grade	45
Surveyors, 2nd and lower grade	Surveyors, 2nd or lower grade	Surveyors, 2nd or lower grade	30
Assistant Surveyors	Assistant Surveyors	Assistant Surveyors	20

N B—For Rules for admission of Civil Officers into the Survey Department, and of Military Officers into the Staff Corps from the Survey Department, see Appendix A

Finl Dept No 829, dated 4th May 1866
Forgn Dept No. 1212, dated 18th July 1867.
Finl Dept. No. 1968, dated 10th Aug 1867.

309. *Deputy Commissioners and Assistant Commissioners.* Deputy Commissioners and Assistant Commissioners in the Punjab, Oudh, Central Provinces, Hyderabad, British Burmah, and in the Non-Regulation

Provinces in Bengal and North-West Provinces, draw pay as follows — Finl Dept. No 2556, dated 29th Sep 1866.

			Per mensem		
Deputy Commissioners,	1st grade	Rs	1,833	5	4
Ditto	2nd grade	„	1 666	10	8
Ditto	3rd grade	„	1,333	5	4
Assistant Commissioners,	1st grade	„	800	0	0
Ditto	2nd grade	„	700	0	0
Ditto	3rd grade	„	500	0	0

N B—In Bengal, British Burmah the Central Provinces, and in the Jhansie Division of the North-West Provinces, there is an additional grade (4th grade) of Deputy Commissioners, on Rs 1,000 a month

Limitation of Service

310 A Military or Naval Officer should not be appointed to any new office in the Civil Department after the age of 55 years, nor should he be permitted to retain any appointment which he may have held for five years and upwards, except in special cases which require the authority of the Secretary of State. Home Dept No 791 dated 25th Jan. 1865

311 In cases of classified Officers whose salaries are personal and not local, the five years during which an Officer is permitted to retain his office after attaining to the age of 55 years, run from the date of last promotion to the class to which he belongs This a Deputy Commissioner of the 3rd class, who at the age of 54 years is promoted to the 2nd class, say on the 1st of January 1870, will retain his appointment up to the 31st December 1874, and must retire on the 1st January following Finl Dept. No 4045, dated 7th Dec 1869

BOOK VI.

PART II
MILITARY OFFICERS IN CIVIL EMPLOY.

TRAVELLING ALLOWANCE

GENERAL RULES.

Finl Dept No 6339, dated 1st July 1859
Ditto ditto dated 9th June 1860

312 Military Officers in Civil employ, when forced to travel on the public service, draw travelling allowance like Covenanted Civil Servants, at the rate of 8 annas a mile by dâk and 3 annas by rail, provided they are not transferred on substantive promotion, or at their own request.

Ditto ditto No 626, G dated 30th Sept. 1862
Ditto ditto No 7672, dated 18th August 1860

313. They draw travelling allowance on joining an appointment in the Civil Department for the *first time*, but not when they are transferred a second time from the Military to the Civil Department

Ditto ditto No 410 dated 18th January 1855

314 Military Officers in Civil employ, when sent to officiate at a distance or ordered on special duty, draw travelling allowance even if the salary of the acting appointment is higher than their own

Finl Dept No 4313 dated 21th October 1870.

315. A Military Officer in Civil employ proceeding to pass examination in the Native languages for which rewards are given, is not entitled to travelling allowance.

316. A Military Officer in Civil employ proceeding to pass departmental examinations of the first and second standards, is entitled to travelling allowance.— Finl Dept. No 2624, dated 10th June 1868

317. A Military Officer proceeding from one station to another to be examined for admission into the Staff Corps, is entitled to travelling allowance from and to his station Milr Dept No 479, dated 21st July 1868 Ditto ditto No, 513 dated 23rd April 1869.

318 A Military Officer in Civil employ, who has accepted the Rules of 1868, is not entitled to a free passage by sea, when proceeding on leave to the port of embarkation or rejoining his station on return from leave Finl. Dept. No 2190 dated 3rd Sept. 1868.

319 If entitled to travelling allowance under the rules, a Military Officer in Civil employ, when proceeding on duty by sea, is allowed a first class passage under the terms and conditions laid down for a Covenanted Civil Servant under similar circumstances, *vide* paras 126 to 129 Ditto ditto No 1467, dated 23rd July 1866

320 A Military Officer proceeding on duty in a Private River Steamer, is entitled to actual passage money Ditto ditto No 374, dated 14th Jan 1859 Ditto ditto No 2 87, dated 30th April 1865

321. A Military Officer in Civil employ, for whom no special rules have been prescribed, if drawing a salary of Rs 23,000 a year and upwards, is, like a Covenanted Civilian, not entitled to any travelling allowance for going into the interior of his district on duty If his salary is less than that amount, he draws an allowance of 8 annas a mile by dâk and 3 annas by rail, or Rs. 5 a day Bengal Govt, dated 16th June 1840 Finl Dept. No 3228, dated 14th Aug 1865.

SPECIAL OR DEPARTMENTAL RULES

POLICE OFFICERS

Bengal Government No 45§1 of 14th October 1870

322 Police Officers draw travelling allowance under the following rules —

Financial Department No 904 of 31st May 1871

Note —These rules have been especially sanctioned for Police officers in Bengal, but the portions which are also applicable to other Provinces are indicated with a note of the appropriate order

1 Police officers, above the rank of inspector, draw travelling allowance when proceeding on duty by road beyond five miles from their station, at the following rates —

Inspector-General	..	Rs	10 per diem
Deputy Inspector-General (when travelling in Assam)	..	,,	10 ,,
Deputy Inspector-General ...	...	,,	6 ,,
District Superintendent	...	,,	5 ,,
Assistant District Superintendent	...	,,	4 ,,

N B —These rates are drawn by Police officers of corresponding rank in other Provinces (Financial Department No 201G , dated 8th January 1863), except in the Berars where Superintendents draw at Rs. 7½ and Assistant Superintendents Rs 5 per diem.—*Financial Department No* 3023 *dated* 21*st October* 1865

2 The Assistant Inspector-General, Government Railway Police, travels by rail with a free pass, and draws Rs 8 a day when absent on duty from his station at night

3 Officers of a lower rank officiating for officers of a higher rank are entitled to draw the allowance of the higher rank But officers only temporarily in charge of the higher office can only draw the allowance of their substantive rank.

4 These rates are drawn during a march or while under canvass More than a week's halt reduces the rates by one-half, and when a halt exceeds a fortnight, the allowance ceases altogether , but, as an exception to this rule, a police officer, when obliged to halt at a place even beyond his jurisdiction for a period exceeding that for which halting allowances is claimable, in order to superintend the police arrangements at fairs, durbars, or agricultural exhibitions, &c., draws full

halting allowance, provided he attaches to his bill a certificate countersigned by the Magistrate of the district in which the fair or durbar, &c, was held, to the effect that his presence at the place was necessary.

N B—Applicable to other Provinces, under Financial Department No 2016, dated 8th January 1868, and No 1835, dated 9th April 1867, and No. 2778, dated 26th September 1867. (In the Central Provinces full rates are drawn for halts not exceeding 8 days and half rates not exceeding a month—Financial Department No 2278, dated 3rd September 1868)

5 Police officers do not receive travelling allowance for joining their appointments for the first time, or when holding a substantive appointment they are sent from one station to another on permanent promotion or at their own request

General as regards Uncovenanted Officers

(Exception I)—An officer when first appointed to a situation which he cannot join except by sea, is allowed a free passage, subject to the usual deduction, (see rule 15) on account of table money

General—See Uncovenanted Officers, Head "Travelling Allowance."

(Exception II)—An officer whose salary does not exceed Rs. 400 a month, who, in the natural course of his service, is promoted to a situation, the salary of which exceeds that of his late appointment by Rs 50 only, draws travelling allowance for joining such appointment

General—See Uncovenanted Officers, Head "Travelling Allowance."

(Exception III)—An officer proceeding to join a new appointment on re-employment, after having been thrown out of employ by the abolition of his appointment, is allowed travelling allowance either from his former station or from the place at which he may receive his orders, whichever is the least expensive

General as regards Uncovenanted Officers. See Uncovenanted Officers, Head "Travelling Allowance."

Exception (IV)—Officers draw travelling allowance (according to their substantive rank) when, holding a substantive appointment, they proceed to officiate in a higher appointment, and also when they return to their substantive duties The allowance in these cases is drawn whether the officers are appointed to act at their own request, or for the convenience of the public service

General—See Uncovenanted Officers, Head "Travelling Allowance."

6 No travelling allowance can be drawn by officers proceeding on, or returning from, leave of any description, or retiring from the service.

But an officer transferred whilst on leave, may, on his return to duty, draw travelling allowance from the place where he received the orders of Government transferring him to a new station, or from his old station, whichever may be the nearer to his new station.

7 When an officer obtains, for his own comfort or convenience, permission to conduct the duties of his office, temporarily, at a hill or other station, at which his services are not required, the permission must be understood to be given on the condition that it entails no extra expense on the State, in the way of travelling or deputation allowance to clerks or otherwise

N B—General—vide para. 122

8 A police officer proceeding to a half-yearly examination will draw travelling allowance at the rate of eight annas a mile by road, or three annas by rail, to and from his station, for attending each of the first two examinations by the lower standard which are held after the expiration of six months from the date of his joining the service He will draw travelling allowance at the same rate for attending each of the two examinations for the higher standard which are held after he passed by the lower standard In no case shall an officer draw travelling allowance for attending more than two examinations by each standard, and if he fails to pass on the second occasion of going up for the same standard, he will forfeit all travelling allowances for the period of his absence from his station

Applicable to other Provinces, under Financial Department No 201G, dated 8th January 1868

9. Police officers may, with the permission of the Inspector-General, in lieu of the daily allowance laid down in paragraph 1, draw a mileage of eight annas by road, or three annas by rail, when a greater distance than twenty miles is traversed in one day Officers should, however, avoid long marches when unnecessary By moving about slowly, a greater amount of mofussil work can usually be got through than by hasty visits, and moreover it can be done more thoroughly Travelling allowance may not be drawn on one and the same journey partly at daily rates and partly at mileage rates

N B — Applicable to other Provinces, under Financial Department No. 201G, dated 8th January 1863

10 When a police officer marching with his camp and drawing the daily rate for a journey under twenty miles is suddenly compelled, on an emergency, to travel on duty rapidly to his head-quarters, or elsewhere, leaving his camp standing, he may be allowed to draw mileage for any distance travelled away from his camp exceeding twenty miles, in addition to the halting allowance, so long as carriage is maintained, on the understanding that each case will be determined on a consideration of the necessity of the circumstances by the Inspector-General

Applicable to other Provinces, under Financial Department No. 1807, dated 31st July 1868.

11 Halting allowance cannot be drawn by officers proceeding from one appointment to another or attending an examination.

12 When travelling by water a police officer will draw his full allowance for travelling and halting, paying for his own boat and crew

13 A police officer when travelling in a government boat with crew attached or who has a boat and crew permanently attached to his office, will draw travelling allowance at half rates only.

14 Patrol boats should not be taken off their beats for travelling purposes unless such a course is absolutely unavoidable

15 When travelling on duty by sea, a police officer is allowed a free passage only, subject to a deduction of table money at Rs 8 a day for the number of days occupied in the voyage, provided that the passage includes charges for wine, spirits, &c, but if it be exclusive of such charge, Rs 4 a day will be deducted In such cases no travelling allowance is admitted, unless the officer be temporarily absent from head-quarters on duty He is then permitted to draw half of any daily allowance he would have been entitled to had he been travelling on duty by land for the period for which he is required to pay table money

General—vide paras 127 to 129

N B—Table money is recovered from the day on which an officer takes his first to the day on which he takes his last dinner on board, both days inclusive, and at full or half rates according as his salary is 600 or less

16 For journeys by private river steamer actual travelling allowance is admissible to officers of the police department, and for journeys by boat, travelling allowance at the usual mileage rate may be given

N B.—Applicable to other Provinces, under Financial Department No 2578, dated 31st December 1868.

17 Police officers when proceeding by steamer may take servants (including orderlies) with them, at the expense of Government, according to the following scale —

Inspector-General and Deputy Inspector-General	...	Two
District Superintendent and Assistant District Superintendent	...	One

This number is exclusive of the servant for whom free passage is included in the cost of a first class passage in a river steamer

N B —See modified rule as regards passage by Sea, under para. 127

They are allowed to take the quantity of baggage which is included in the charge for first class passage Tents to the authorized extent may be taken at the expense of Government, but horses may not without special sanction

18 Officers should usually travel by the shortest and most expeditious practicable route, and should invariably charge for the route which they actually take, and for no other

General—vide para 137

19 Where the most economical route is not adopted, it must be shewn in the diary, attached to the bill, in which the allowance is drawn, that the route is impracticable The distance of places, one from another, should be taken from the most authentic sources

20. Police officers (except Inspector-General) when travelling on duty by rail, and when obliged to carry tents, horses, and orderlies, may charge in contingent bills the actual cost for the carriage of such tents, horses, and orderlies, according to the following scale, provided it is not practicable to forward the tents, horses, and orderlies beforehand by road For Deputy Inspector-General, 35 maunds, 2 horses, and 2 orderlies For District Superintendents, and Assistant District Superintendents, 25 maunds, 2 horses, and 1 orderly

Applicable to other Provinces, under Financial Department No. 1823, *dated 8th August* 1866

21 The Inspector-General of Police is not permitted to charge for the carriage of tents and horses by rail, unless it is shewn to have been impracticable to send his horses by ordinary marches, and unless the railway fare for himself, servants, and tents, and his own marching expenses, all put together, exceed the established travelling allowance drawn for the whole journey

Applicable to other Provinces, under Financial Department No. 870, *dated 19th June* 1867

22 Police officers requiring to travel over the line of rail to enquire into cases are to be allowed to ride in the break van of any of the goods trains on payment of the ordinary first class fare, provided they furnish the station master of the station from whence they proceed with a certificate to the effect that they are travelling on special duty, and that it is actually necessary for them to travel by goods train in the discharge of such duty, and this certificate is to be handed to the guard, and attached to his report This order also applies to Government police inspectors on payment of second class fare, if they furnish the required certificate signed by their superior officers or District Superintendents

23 A police officer in camp is only entitled to charge to Government the cost of carrying one office tent for himself, one for his native establishment while engaged in official work, and one pal for his orderlies and guard (if he is entitled to one)

General—vide para. 134

24 The carriage of private tents, furniture, luggage, &c, should be paid for by the officer himself, and if the Government tents are used for private purposes, the officer should pay the cost of carriage, or if the accommodation is devoted partly to official and partly to private purposes, he should pay half the cost of carriage The travelling allowance paid by Government to police officers is intended to cover expenses of this character

25 When actually out under canvass, officers may employ a tent khallasee at Rs 6 per mensem His pay and railway fare, when necessary, should be charged in contingent bill

26 Bills for travelling allowance should be prepared in Form No. 133 A, G, B., and should be transmitted to the office of Inspector-General for countersignature, in duplicate, so that they may arrive not later than the 15th, or in the case of Assam, the 25th of the month following that for which the allowance is drawn Bills received after this date will not be countersigned, pending receipt of explanation regarding the delay

27 Bills for travelling allowance should be accompanied by diaries in form No 5

28. Travelling allowance bills and diaries of assistants should be countersigned by District Superintendents

29 The amount of the bills may be drawn in anticipation of sanction on presentation of an abstract bill (Form No 135 A., G, B,) at the treasury The abstract should be accompanied by a diary in the form referred to in rule 27, or payment will be refused

30 The amount of the District Superintendent s and Assistant District Superintendent's bills taken together for each month must, never except under special sanction from the Inspector-General's office, exceed one-twelfth of the sum allotted to the district in the budget under this head, except in respect of any sums which may be drawn for officer joining from other districts, and as laid down in the next paragraph

31 On the 1st November in each year District Superintendents will calculate the savings which have accrued under this head in the previous seven months of the year, and distribute them equally over the remaining five months of the year, reporting the distribution to the office of the Inspector-General for sanction When formally sanctioned by the Inspector-General, this sum will be available in addition to the monthly allotment In calculating these savings *all* sums which have been drawn, whether for officers joining from other districts or otherwise, must be taken into account.

32 Officers are enjoined not to put the State to unnecessary expense by absenting themselves from their head-quarter's station when their presence is not absolutely called for in the interior of their districts, nor is it desirable that District Superintendents should inspect their police stations oftener than twice a year, as their general duties at head-quarters will demand their close and unceasing personal attention.

Executive Force

1 Police officers, from Inspectors downwards, are not allowed any travelling allowance Their pay is considered to include horse allowance. But Inspectors when transferred from one appointment to another in the public service, are entitled to four annas a mile by road and one and half anna by rail

2 When, however, it may be necessary for an officer of the executive force to proceed on duty beyond the limits of the district to which he is attached, he may charge his actual and reasonable travelling expenses incurred in proceeding beyond his jurisdiction, and whilst employed there

N B—Applicable to other Provinces, under Financial Department No. 201G, dated 8th January 1868.

3 Police officers should not be deputed to perform duties in districts other than their own, when those duties can be equally well performed by the police of the other districts

4 Officers drawing Rs 50 and upwards a month are entitled to travel second class by rail, and to charge carriage hire when necessary

5 Officers drawing less than Rs 50 should travel third class, and are not entitled to charge carriage hire unless specially authorized so to do

6 Executive officers drawing Rs 50 a month and upwards, when proceeding on duty by steamer, are entitled to a first class deck passage Officers drawing less than Rs 50 are entitled to a second class deck passage

7 The travelling expenses of police officers attending courts as witnesses, or prosecutors, will be paid by such courts under section 438, Code of Criminal Procedure In these cases the expenses will be calculated not from the boundary, but from the head-quarters of the jurisdiction of the police officers concerned, except in those particular cases in which the presiding officer of the court might see reason to rule otherwise

8 European and Eurasian officers are permitted to include in their bill for actual expenses, charges exclusively for use of dâk bungalows or hotels Such charges are not to include diet expenses

9 The travelling charges of the executive force should be drawn in one bill in Form No. 137A ,G ,B , and need not be accompanied by a diary , mileage and halting allowance should not be charged for the executive police The District Superintendent should countersign the bill and certify at the foot, in the prescribed form, that the charges were necessary and incurred *bonâ fide* on public service The bill should then be submitted to the office of the Inspector-General in duplicate, the amount being drawn on an abstract bill as in the case of District Superintendent and Assistant District Superintendent—(*vide* paragraph 29 of the rules regarding the travelling allowance of District Superintendents and Assistant District Superintendents)

10 The spirit of rules 3, 5, 6, 14, 18, 19, 22 and 26, regarding the travelling allowances of District Superintendents and Assistant District Superintendents, should be made applicable, so far as possible, to the executive force

Ministerial officers

1 Ministerial officers when required to accompany their superiors will draw an allowance of 4 annas a mile while travelling by road or water, irrespective of the total distance travelled, and 3-10ths of their respective salaries when halting

2. Ministerial officers when proceeding on duty by sea will be provided with a first class deck passage without other allowance of any description When required to travel by steamers they will receive, in addition to a free passage, 3-10ths of their salary for the number of days they may be absent from head-quarters.

3 When travelling by rail ministerial officers will receive in lieu of mileage the actual cost of their railway tickets

4 In places where the Railway Companies have introduced the use of the intermediate class of carriage, ministerial officers drawing less than Rs '50 per mensem are allowed to travel in that class instead of in third class carriages

5 The travelling charges of ministerial officers should be included in the bill for similar charges of the executive force

6 It is not considered necessary that District Superintendents should, when travelling rapidly, have any ministerial establishment with them Provision is therefore made in the district budgets for the travelling allowance of one mohurir only during the cold weather tour The bulk of the sum allowed under the head "travelling allowance of ministerial officers and of the executive force" is intended for the travelling charges of executive police on duty in other districts

7 Rule 10 of the rules regarding travelling allowances of the executive force is also applicable to ministerial officers.

Approvers

1 An approver, who may have to move his family with him, when transferred from one district to another, is entitled to a travelling allowance of ten pice a day.

323. *Thuggee Department.*—The General Superintendent of Thuggee draws travelling allowance like the Inspector-General of Police, *viz.*, Rs. 10 per diem. Finl. Dept No 2116, dated 20th Apl 1864.

324. The Assistant General Superintendent at Hydrabad draws Rs 5 per diem; other Assistants at other Native States draw as Assistant Superintendents of Police, *viz.*, Rs. 4 per diem. Ditto ditto No 2122, dated 31st Aug 1865.

325. *Accountant General Public Works Department*—The Accountant General, Public Works Department, and his Assistants, when on inspection of Controllers' offices or on special duty from the Head Quarters of the Government of India whether at Calcutta or elsewhere, are allowed actual expense for passage by steamer or Railway fare for self and two servants and luggage, subject to the usual deduction on account of table money when proceeding by sea In addition to *bonâ fide* expenses they draw a deputation allowance not exceeding Rs. 5 a day for the period of absence on tour of inspection, exchangeable for a higher rate of Rs 250 a month when the Accountant-General is at Bombay or Madras Finl. Dept. No. 199, dated 17th January 1871

326 The Inspector-General of Irrigation and Military Works draws travelling allowance like the Accountant General, Public Works Department. Finl Dept. No 587, dated 21st March 1871.

327. *Deputy Commissioners.*—Deputy Commissioners other than those for whom special rules have been laid down, draw travelling allowance at 8 annas a mile by dâk and 3 annas by rail, or Rs 5 a day, when employed in the interior of their dis-

tricts on duty. If engaged on settlement duty, they draw travelling allowance like officers employed on such duty.

328. The Deputy Commissioner, Sonthal Pergunnahs *(Financial Department No* 2876, *dated 8th October* 1864*)*, the Deputy Commissioners of Kamroop, Luckimpore, Nowgong and Seebsagur in Assam *(Financial Department No* 1548, *dated 29th March* 1866*)*, as also the Deputy Commissioner of Cheerapoonjee *(Financial Department No* 3606, *dated 6th May* 1859*)*, draw Rs 250 a month as travelling allowance, when out on circuit duty, without reference to the amount of salaries drawn by them —*(Financial Department No* 1864, *dated 31st March* 1868*)*

Bengl Govt., No 4923 of 29th October 1866 Finl Dept., No 1169 of 24th November 1866.

329. The Deputy Commissioner of Samoogoodting in the Naga Hills, draws a fixed travelling allowance of Rs. 150 a month

Ditto ditto No 38G, dated 8th Aug 1862.

330 The Deputy Commissioner of Darjeeling draws Rs. 10 per diem while absent on duty from Head-Quarters

Ditto ditto dated 1st April 1858

331. The Deputy Commissioner, Simla, and Superintendent of Hill Tracts, draws Rs. 10 a day during absence from sudder station on duty

Ditto ditto No 1923, dated 15th Apl. 1868

332 The Deputy Commissioner of the Upper Godavery District draws Rs 10 per diem when absent from Head-Quarters on duty.

Ditto ditto 24th Feb 1865

333 The Deputy Commissioner of the Hill Tracts, Chittagong, draws travelling allowance at 8 annas a mile.

334. Deputy Commissioners in the Hydrabad Assigned Districts, draw travelling allowance at the rate of Rs 7½ per diem. Finl Dept. No 125, dated 9th May 1865.

335. *Assistant Commissioners* — Assistant Commissioners of all grades, draw travelling allowance like Deputy Commissioners, *viz*, 8 annas a mile by dâk or 3 annas by rail, or Rs. 5 a day Ditto ditto No 859G dated 30th Aug 1866

336 The Assistant Commissioners in the Garrow Hills in Assam, draw travelling allowance at Rs 150 a month. Ditto ditto No 1097, dated 28th Feb 1852.

337 The Personal Assistant to the Commissioner of Assam, even if he be of the grade of Extra Assistant Commissioners, draws at 8 annas a mile or Rs 5 per diem when accompanying the Commissioner on tour. Ditto ditto No 1591, dated 30th Mar. 1868.

338 The Personal Assistant to the Commissioner of Cooch-Behar Division, draws travelling allowance at 8 annas a mile or Rs 5 per diem Ditto ditto No. 2509, dated 26th Apl 1870.

339. The Assistant Commissioner of the Sangho Sub-Division of the Hill Tracts of Chittagong, draws at 8 annas a mile or Rs. 5 per diem. Bengal Government No. 1927, dated 7th May 1868.

340. The Senior Assistant Commissioner of Kumaon and Gurhwal, draws Rs. 10 per diem. Govt N W P dated 10th Sept. 1855

341. Assistant Commissioners in Hydrabad, draw at Rs 7½ per diem. Finl Dept No 1539, dated 23rd Mar. 1867.

342 *Cantonment Magistrate*—The Cantonment Magistrate of Gwalior, draws a travelling allowance of 8 annas a mile when moving from Ditto ditto dated 31st Dec. 1864.

Gwalior to Sepree, and Rs. 5 per diem during his stay at the latter place

Survey Department.

Finl Dept. No 704, dated 22nd Feb 1865.

343 *Survey Officers*.—Officers employed in the Great Trigonometrical, Topographical and Revenue Surveys, draw travelling allowance under the following rules —

Finl. Dept. No 1814, dated 8th July 1866

I.—The Surveyor-General shall receive Rs 10 per diem (*Finl Dept No* 603, *dated* 23*rd June* 1868) Rs 8 per diem, when absent from Head-Quarters at Calcutta and Dehra Dhoon respectively, and the Superintendent of the Great Trigonometrical Survey, and the Deputy Surveyors General

N B.—The Surveyor-General is permitted to charge the usual mileage when actually on the move, and Rs 10 during halts.—*Finl Dept No* 452, *dated* 21*st January* 1870

II.—Military Officers of the grades of Deputy Superintendent and Assistant Superintendent should draw travelling allowance at the rates of Rs 5 and Rs 4 per diem, respectively, when in the field * * *

III.—Uncovenanted Officers in charge of Survey parties will receive travelling allowance of Rs 5 per diem, and Civil Assistants of the 1st Class (*now Surveyors*, 1*st grade*) will receive Rs 4 per diem, all other Civil Assistants (*now Surveyors*, 2*nd and lower grades*), and all Sub-Assistants (*now Assistant Surveyors*), will receive Rs 3 per diem while in the field

IV.—Travelling or deputation allowances will not be granted when mileage allowances are drawn.

V —Mileage allowance for journey on duty will be regulated on the following scale —

	When Travelling	
	By Dak	By Rail
All Covenanted Officers and all Uncovenanted Officers above the grade of Civil Assistant, 2nd Class, now *Surveyors, 2nd grade*	8 annas a mile	8 annas a mile
Civil Assistants, 2nd grade (*now Surveyors, 2nd grade*), and Sub-Assistants now *Assistant Surveyors* . .	4 annas „	2 annas „
Sub-Surveyors on Rs. 50 and upwards	2 annas „	1 anna „
All other Sub-Surveyors and Native Subordinates ..	... ..	Actual cost of 3rd class fares.

VI —Officers travelling on duty by rail, when obliged to carry their tents with them, are permitted to charge the actual cost of carriage (by goods train) in a *bond fide* contingent, supported by a voucher of the necessity to send the tents by rail, and, by a *declaration* that the amount of camp equipage and baggage of all descriptions for which carriage is charged, does not exceed 35 maunds for an Officer in charge of a Survey party; 25 maunds for a Military or Civil Assistant, (*now Assistant Superintendent Surveyor*), 15 maunds for a Sub-Assistant (*now Assistant Surveyor*). The countersignature of the Superintendant of the branch of the Survey to which the Surveyor belongs will be requisite for these bills.

VII.—As an exceptional arrangement, Officers, when travelling on duty and taking their horses with them, the necessity for so doing being fully explained and admitted on each occasion, may

recover the actual railway charge incurred on this account in a *bonâ fide* contingent bill, countersigned as in the preceding rule In no case will more than two horses be allowed to be thus carried at the public expense for an Officer in charge of a Survey party, nor more than one horse for an Assistant, whether Military, Civil or Sub-Assistant Under ordinary circumstances, all horses should be sent to their destination by ordinary roads

VIII —All Officers, Covenanted or Uncovenanted, proceeding on duty by sea-going vessels or river steamers, will be allowed a free passage with 1st class accommodation for Officers down to Civil Assistants, 1st class, or now *Surveyors, 1st grade*, and with 2nd class accommodation for Civil Assistants, 2nd grade, now *Surveyors, 2nd grade*, and Sub-Assistants or *Assistant Surveyors*, and they will be subject to the following deductions on account of table-money, *viz.* —

On Sea-going Vessels

A deduction of 8 Rs a day from Officers whose salaries exceed 1,000 a month, but of Rs 4 from other officers

On River Steamers.

Finl Dept No 231 dated 26th June 1867

Rank	Accommodation	Deduction on account of Table Money Rs	A	P	Remarks
Surveyors, Covenanted and Uncovenanted, now Deputy Superintendents	1st Class accommodation in Cabin	4	0	0	Freight for passage and servants as laid down in Rule VIII
Assistant Surveyors and Civil Assistants, First Class now Assistant Superintendent and Surveyors 1st Grade	Ditto	2	0	0	
Civil Assistants now Surveyors Second and Lower Grades, and Sub-Assistant and Assistant Surveyors drawing Rs 300 to Rs 400	1st Class Deck, corresponding with 2nd Class accommodation	1	8	0	
Ditto ditto drawing less than Rs 300	Ditto	1	0	0	
Native Surveyors, Draftsmen Computers, Native Doctors and Native Writers	2nd Class Deck	0	2	0	2nd Class Deck passengers are allowed baggage up to 2 maunds, and 3rd Class passengers are allowed 1 maund
Tindals Measurers Guards and all classes of menials	3rd Class do	0	0	0	

The cost of a free passage is held to include freight for the quantity of baggage and camp equipage specified in Rule VI and passage for the following number of servants exclusive of a horse-keeper and grass-cutter for each horse, *viz* —

For Officers in charge of parties .. 4 servants.
For Assistant Surveyor now Assistant Superintendent, and Civil Assistant, 1st Class, now Surveyor, 1st Grade 3 „
For all other Civil Assistants now Surveyors, and Sub-Assistants now Assistant Surveyors .. 2 „

N B—Rules IV to VIII are applicable to Deputy Surveyors-General—*Financial Department No* 603, *dated* 23*rd June* 1868

IX —Engineer Officers proceeding to join the Department from the Sappers, Military and Civil Assistants joining from the Civil Engineering Colleges, and Sub-Assistants from Colleges or Schools, will be granted travelling allowance at the mileage rate

X.—See para. 345.

XI —The following local allowance will be granted on the merits of each case to meet unusual expense of living in really exceptional localities :—

	Increase on existing salaries. Full Scale	Half Scale
Salaries at and under 10 Rs	50 per cent	25 per cent.
„ from 11 to 30 „	42 „	21 „
„ 31 to 60 „	28 „	14 „
„ 61 to 100 „	22 „	11 „
„ 101 to 150 „	18 „	9 „
„ 151 to 300 „	12 „	6 „

Over 300, a fixed allowance of 30 a month or 15 a month

XII —As the Superintendent of Survey already possesses the power of altering the salaries and number of men in the Native establishments, the above local allowances, so far as they affect these establishments, must be calculated on the normal rates of pay of the Native Surveyors and Subordinates The amount of the local allowance, when added to the amount sanctioned for the normal Establishment, will be the limit of expenditure authorized for the Survey party while employed in the exceptional locality Increase of pay to individuals must, however, be regulated by the prevailing rates of pay in the district, which are on no account to be exceeded

XIII —When the local travelling expenses are unusually great, Surveyors will be allowed to set aside a moiety of their ordinary travelling

allowance to defray the expenses of providing camp equipage and extra servants, and they may recover, by *bona fide* contingent bills, whatever expenditure on account of carriage they may necessarily incur in excess of the remaining moiety of the allowance, provided always that the weight of camp equipage and baggage of all descriptions does not exceed 35 maunds for a Surveyor, *now Deputy Superintendent*, 25 maunds for an Assistant Surveyor, *now Assistant Superintendent* and Civil Assistant, *now Surveyor*, or 15 maunds for a Sub Assistant, *now Assistant Surveyor*, in districts where cart, camel, elephant or bullock carriage are procurable, and that it does not exceed half those weights in districts where it may be necessary to employ coolies.* * *

XIV —Native Surveyors of the Great Trigonometrical and Topographical Survey Departments are to receive a travelling allowance of Rs 20 per mensem, as heretofore, while actually in the field Native Surveyors of the Revenue Survey Department and all other Subordinates (excepting tindals measurers, guards and menials), whose travelling allowances are not specified in Rules I to V, are not to receive travelling allowances at the rate of three-tenths of salary while actually in the field During transit by rail this allowance will, in accordance with Financial Resolution, dated 31st May 1862, be retained by those who draw less pay than Rs 50 a month, but must be resigned by others, unless the allowance for the period of transit exceeds the value of 2nd class accommodation, in which case the difference only may be drawn in addition to railway fares

Finl Dept. No. 2835, dated 23rd Oct 1866.

N B—Survey parties employed in Assam draw special local allowances as follows —

		Per mensem
Surveyors or Deputy Superintendents, Assistant Surveyors or Assistant Superintendents	Rs	75
Civil Assistants or Surveyors ...	„	50
Sub-Assistants or Assistant Surveyors ...	„	40

Finl Dept No 3292, *dated* 31*st October*.

XV —The provisions of Rule XIII are extended to Apothecaries, Native Surveyors, Writers and Doctors—the weight of camp equipage and baggage of all descriptions being limited (in districts where ordinary carriage is procurable) to 10 maunds for an Apothecary, to 8 maunds for Native Surveyors, Writers and Doctors, whose salaries amount to Rs 50 a month and upwards, and to 5 maunds for those whose salaries are less than Rs 50 But in districts where it may be necessary to employ coolies, baggage and camp equipage must be limited to half the abovementioned weights

XVI —When Officers of the Survey Department are required to travel by rail equipped for the field they will be permitted to take with them at the public expense the number of servants allowed to be taken when similarly proceeding on duty by river steamers or sea-going vessels

The practice hitherto of supplying camp equipage, and carrying the camp equipage and luggage of Writers in the Topographical and Trigonometrical Survey, at the public expense, will cease under the new rules

N. B —Ministerial Officers in the Dehra Surveys draw travelling allowance at Rs 12 per mensem if their salaries amount to or exceed Rs 16, and at Rs 8 per mensem if their salaries are less —*Financial Department No.* 1806, *dated* 24*th March* 1869

ELECTRIC TELEGRAPH DEPARTMENT

344 *Telegraph Officers*.—The Director-General of Telegraphs, and the Deputy Director-General, when travelling by road at the rate of 20 miles a day, draw Rs. 10 per diem, but when travelling at a greater speed (except by rail), they draw for the whole journey at 8 annas a mile by road, and 3 annas by rail During halts, the former draws Rs 10, and the latter Rs 7 a day for the *first* week If the halt exceeds a week, the allowance is reduced by half, and if it exceeds a fortnight, the allowance ceases altogether When journeying by sea, both Officers draw actual *bonâ fide* expenses and half daily allowance subject to the usual deduction on account of table money

Finl Dept No 1837, dated 11th Apl 1867
Ditto ditto No 326, dated 20th Jany. 1871

345. Superintendents and Assistant Superintendents in the Telegraph Department, when travelling at a speed not exceeding 20 miles a day, (whether 10 miles out and 10 miles back, or the whole in one direction) and not exceeding five miles from boundary of station, ordinary residence, or standing camp, draw, the former at Rs 6, and the latter at Rs 5 per diem; but if they travel at a speed exceeding 20 miles a day, they draw 8 annas a mile by dâk, and 3 annas by rail.

Ditto ditto No 3133, dated 31st October 1866

346 Superintendents and Assistant Superintendents draw during halts full daily rates, if they are obliged to keep up full proportion of camp equipage, or to pay the full hire of a boat, or a full set of (8) palkee bearers, provided they do not halt for more than three days within 10 miles

Ditto ditto

from their ordinary residence, these rates are not allowed without the special orders of the Director-General or his Deputy, if they halt where Inspection-houses exist, or where accommodation is available in Telegraph offices When they halt beyond 10 miles from their ordinary residence, and no carriages, &c, are kept up, they draw full rates for one week, and half rates for the second week, after which their allowance ceases altogether, unless otherwise ordered by the Director-General or his Deputy

Finl Dept No 1353, dated 31st October 1866.

347 Superintendents and Assistant Superintendents in camp, if obliged to make a journey leaving a standing camp, draw both halting and mileage rates, even though their camp might be on the move during the time If they send tents by cart while they proceed by rail, they also draw both rates, but, as a rule, tents should always be sent by rail if practicable This rule is not applicable if they move from one station to another on transfer of appointment.

Ditto ditto No 1597, dated 22nd March 1867.

348 Superintendents and Assistant Superintendents when proceeding by River Steamers, draw travelling allowance at mileage rates, but not in addition to free passage If they proceed by sea, they are allowed free passage, and servants and luggage, if Military Officers, according to the scale in force at the Quarter-Master General's Department, if Uncovenanted, a Superintendent is allowed four servants and baggage like a Captain, an Assistant Superintendent, two servants, and baggage like a Lieutenant

349 Superintendents and Assistant Superintendents transferred from one station to another, on promotion or otherwise, for the benefit of the public service, and not for misconduct or at their own request, draw travelling allowance at the daily rates, if they proceed at a speed not exceeding 20 miles a day, and at mileage rates if they travel over more than 20 miles a day If the transfer is made during leave of absence, travelling allowance is granted either from the old station or the place where an Officer receives the order of transfer, whichever place might happen to be nearer to the new station

Finl Dept. No. 1533 dated 31st October 1866

350. Upper Subordinates in the Telegraph Department, down to Inspectors of the 3rd grade, draw, if provided with shelter and when required to move daily or frequently to a greater distance than they can travel on foot, Rs. 20 a month as ordinary horse allowance, or Rs 30, if the former rate be considered insufficient. They may be permitted to draw double horse allowance, if the Director-General, on the recommendation of the Superintendent, thinks it absolutely necessary to allow it to them. Horse allowance cannot be drawn during leave.

Ditto ditto Ditto ditto No 1597 dated 22nd March 1867

351 In lieu of the above monthly rates, Upper Subordinates draw, under the circumstances stated, travelling allowance as shewn below.

Ditto ditto dated 31st Oct 1866

If deprived of shelter and marching on duty or moving by water not beyond 20 miles a day		If travelling beyond 20 miles a day, from boundary of station or ordinary residence or standing camp	
Designation	Rate per diem	By Dâk	By Rail
Sub-Assistant	Rs 3 0 0	5 annas a mile	1½ anna a mile
Inspectors, 1st and 2nd Grade	„ 1 8 0	5 „ „	
Inspectors, 3rd Grade	„ 1 8 0	2 „ „	

Fml Dept dated 31st Oct 1866

352 Upper Subordinates draw, during halts, full daily rates, if obliged to keep up full proportion of camp equipage, &c., like Superintendents and Assistant Superintendents, but they cannot draw these rates, without the sanction of the Director-General or his Deputy, if they halt where Inspection-houses exist, or where accommodation is available in Telegraph offices Horse allowance is not allowed in addition to this tentage

Ditto ditto

353 When they halt beyond 10 miles from their ordindary residence, and no carriages, &c, are kept up, they draw half halting allowance, but not beyond a week, without the permission of the Director General or his Deputy.

Ditto ditto

354 Upper Subordinates travelling at a rate exceeding 20 miles a day, leaving a standing camp, draw both halting and mileage rates even though their camp be on the move. This Rule

is not applicable to cases of transfer from one station to another

355. If an Inspector, 3rd grade, be ordered by a Superintendent to proceed by palkee or carriage dâk, such dâk is laid by the Assistant Superintendent, and the cost is charged in his contingent bill, in lieu of the mileage of 2 annas — Finl Dept dated 31st Oct 1866.

356. A Sub-Assistant, or an Inspector when placed in charge of a Sub-Division of Line, which is the ordinary charge of an Assistant Superintendent, draws travelling allowance at the daily rate of the grade next above his own. For instance, an Inspector will draw travelling allowance as a Sub-Assistant, or Rs 3 per diem, a Sub-Assistant as an Assistant Superintendent, or Rs 5 per diem, forfeiting all claim to Horse allowance for the period — Ditto ditto No 875, dated 18th June 1867.

357 Upper Subordinates transferred from one station to another on promotion or otherwise, for the benefit of the public service, and not for misconduct, or at their own request, draw either the monthly rate or the daily or the mileage allowance according to their rank and the mode in which they are directed to travel — Ditto ditto.

358. Upper Subordinates and Clerks when proceeding on duty by sea, get a free passage on the footing of Clerks —*See Uncovenanted Officers, "Head Travelling Allowance"*

359 Lower Subordinates in the Telegraph Department or Sub-Inspectors, if not deprived of shelter, and when required to move daily or fre- — Ditto ditto.

quently more than 10 miles a day, draw Rs. 7½ a month If deprived of shelter, and moving within 20 miles, while inspecting sections, they may be permitted to draw Rs. 15 per mensem, and if moving beyond 20 miles a day, they draw in lieu of any fixed monthly rate, one anna a mile by dâk, and half anna by rail The monthly rate cannot be drawn during leave.

Finl Dept. No. 1597, dated 22nd March 1867

360. Lower Subordinates, if required to make a journey, for which their ordinary travelling allowance of Rs. 15 a month is insufficient, may be allowed actual expenses For instance, if a Sub-Inspector be sent from Madras to Rangoon, a 3rd class free passage is allowed

Ditto ditto No 1597, dated 2nd March 1867

Ditto ditto, dated 31st Jan 1867

361 Telegraph Masters and Signallers, employed on construction duty, draw travelling allowance like Inspectors, but when transferred from one station to another, they are allowed double 2nd class railway fare when proceeding by rail, free passage on the footing of Clerks and Upper Subordinates when proceeding by sea, and 3-10ths of salary or the cost of a dâk, when proceeding by land (not rail) under special orders.

Ditto ditto, No 875, dated 18th January 1867.

362 Telegraph Officers stationed at Rajpootana, are allowed special rates of travelling allowance as follows. These rates are passed when the increased travelling allowance is drawn as a separate item in addition to the ordinate rates upon a voucher from the Civil Treasury Officer of the district, stating that the ordinary hire of a cart of two bullocks carrying 10 or 12 maunds, is in excess of 12 annas a day —

	Rs	As	
Superintendent ..	7	8	per diem
Assistant ditto ...	6	4	,,
Sub-Assistant	4	0	,,
Inspector .	2	4	,,

Sub-Inspectors Rs 25 a month and those drawing Rs 7, Rs 12 Miscellaneous servants $\frac{1}{3}$ths of salary

363 Officers of the Telegraph Department when travelling by rail on the Thull and Bhore Ghaut Lines are allowed to charge double the fares allowed to them in other lines. Finl Dept No 1463, dated 31st July 1868.

364 All other public servants in the Telegraph Department not expressly engaged for line duty, and for whom no special rules have been framed, are allowed travelling allowance at 3-10ths of their salaries while moving under orders of the Superintendent or some higher authority. When travelling by rail, those drawing Rs 50 and upwards, are allowed double 2nd class railway fare, while those drawing less, are allowed double 3rd class railway fare Clerks attached to the office of the Director-General, are allowed in addition a free seat by mail cart or van while accompanying the Director-General or his Deputy on tours of inspection Ditto ditto No 3133, dated 31st October 1866

365 The following Officers in the Telegraph Department are allowed travelling allowance for joining first appointments according to rank.— Ditto ditto.

1 Officers of the Army
2. Assistant Superintendents appointed in India
3 Passed Students of Civil Engineering Colleges.

366 A soldier student appointed to the Upper Subordinate establishment from any Govern- Ditto ditto

ment Civil Engineering College, is allowed travelling allowance to join his appointment at 2 annas a mile, but if he proceeds by dâk under orders of the Director-General, the cost of the dâk is paid

Finl Dept No 1833, dated 31st October 1866

367 Assistant Superintendents appointed in England, are allowed passage money to India in lieu of travelling allowance to join first appointments

Ditto ditto

368 The Director-General and the Deputy Director-General, Superintendents, and Assistant Superintendents, when travelling by rail and obliged to take tents or horses with them, are permitted to charge in contingent bills, the actual cost of carrying such tents and horses, provided no more than two horses are taken. In ordinary cases, horses should be sent by road. The contingent bills for such charges should, in the case of Superintendents and Assistant Superintendents, be countersigned by the Director-General or his Deputy

Ditto ditto, No. 1597, dated 22nd March 1867.

369 If an Officer in the Telegraph Department on tour stops eight hours or more at one station on duty, he draws halting allowance for the day, and mileage also if he travels during any part of that day

Ditto ditto, dated 31st Oct. 1866

370 An Officer in the Telegraph Department officiating in an appointment, is entitled to travelling allowance of that appointment, but this Rule is not applicable to Officers holding temporary charge

Ditto ditto

371 Travelling allowance is not granted to an Officer in the Telegraph Department proceeding to

or returning from field service. If specially ordered to join his Regiment by dâk, his *bonâ fide* travelling expenses are paid in the Military Department, if ordered to join his Departmental situation, the expenses are paid by the Compiler of Telegraph Accounts.

372 Travelling allowance to Telegraph Officers is intended to cover all expenses of travelling, such as provision for tents, boats, &c, and it includes fees for Government staging bungalows, tolls, &c, and the cost of conveying and protecting personal baggage, as well as the public records, stationery, books, and instruments which an Officer usually carries with him. Finl Dept dated 31st Oct. 1866

373 Telegraph officers proceeding to England to improve their knowledge of telegraphy are allowed travelling allowance at the mileage rates of their grades, for the distance between their Stations to the port of embarkation Ditto ditto. No 2622, dated 24th Sept 1868

374 When an Officer in the Telegraph Department does the duties of his office, at any place other than the Head Quarters of his appointment, without title to travelling allowance, that place becomes his temporary residence If he stays at any place which is not his Head Quarters, he is said to halt at such place If during such halt he stays in a tent, he is in a standing camp If during his stay in such camp he keeps up carriage, &c, he is entitled to full daily rates, and no further claim to travelling allowance can be admitted for journeys more or less than five miles from his standing camp. If while in a standing camp or temporary resi- Ditto ditto, No. 1597, dated 22nd March 1869

dence, he is not in the receipt of any travelling allowance, and makes a journey within five miles, he is not entitled to any allowance

Finl Dept. dated 31st Oct. 1866

375. Claims to travelling allowance of Telegraph Officers should be supported as follows —

a —Claims of the Director-General and the Deputy Director-General by a statement of the places visited with dates of arrival at and quitting each place, of the Personal Assistant by a statement of the distances travelled and a certificate that the journey was undertaken *bonâ fide* on the public service.

b —Claims of Superintendents and Assistant Superintendents by a statement as above, and a journal shewing the results of the journey and the duties performed, countersigned, in the case of Assistant Superintendents by Superintendents, and passed by the Director-General or his Deputy

c —Claims of Upper Subordinates, 1*st*, to monthly horse allowance at the ordinary rate, by a certificate from the Superintendent of the Division, and at the maximum rate, by a copy of sanction of the Director-General, 2*nd*, to daily allowance by a certificate from the Superintendent that carriage for tents, &c, was actully and necessarily kept up, 3*rd*, to half rates of halting allowance, by a certificate countersigned by the Assistant Superintendent, 4*th*, to mileage by proof that the journey was undertaken with the sanction of the Assistant Superintendent, and, 5*th*, to mileage in addition to halting allowance by a certificate by the Superintendent of the necessity for a dâk journey

FINANCIAL DEPARTMENT.

NOTIFICATION.

The 14th June 1872

G. O. No 666 of 1872

No 287.—The Governor General in Council is pleased to declare that the undermentioned rules in the Civil Leave Code are applicable to Commissioned Military Officers in civil employ

Rule 2 under section 4 (*d*) in chapter II
Rules 2 and 3 under section 9 (*d*) in chapter III
„ 2 and 4 „ 15 in chapter V
Rule 3 under section 18 in chapter VI
Rules 2, 4, and 5 under section 21 in chapter VII
„ 4, 9, and 10 under section 24 in chapter XII

2. His Excellency in Council is also pleased to direct the re-publication of the following rules applicable to Commissioned Military Officers in civil employ

I.—The words "prior to his proceeding on furlough" in section V of the military furlough regulations of the 10th November 1868, shall, in the case of an officer who takes subsidiary or preparatory leave before furlough, be understood to mean *prior to his being relieved of his duties*

II.—Days of embarkation and debarkation are parts of furlough, and furlough allowances only are admissible for such days

III.—Subsidiary leave ceases the day before embarkation, and commences the day after debarkation. It cannot be extended on the ground that the vessel in which an officer leaves India, or return to it, touches at some other part in India after the first embarkation or before the final debarkation

IV.—If an officer remains in India after the end of subsidiary leave prefixed to furlough, his furlough is held to have begun in India, and his absence on furlough is reckoned from the date on which he gave up office.

V.—An officer may draw allowances as if he were on privilege leave for any part of his subsidiary leave before furlough, for which, if he were not going on furlough, privilege leave would be admissible to him

VI —When an officer applies for leave he should distinctly state under what rule he wants leave, and show that he is entitled to leave under that rule

VII —Officers going on leave from the Public Works Department are required to produce no-demand certificates from account officers of that department

VIII —The Government to which an officer is subordinate may exempt him from loss of appointment when he over-stays privilege leave by more than a week

IX —Leave may be retrospectively commuted, by the authority which granted it, to any other kind of leave which the said authority which would have been competent to allow when the original leave was sanctioned

X —When privilege leave is, on medical certificate, retrospectively commuted to furlough out of India, so much of the leave passed before embarkation may be treated as subsidiary leave, as the officer would have been entitled to count as subsidiary leave if he had originally obtained furlough and not privilege leave.

XI.—An officer on privilege leave cannot draw his allowances in England, but his agent may draw them in India in the manner prescribed in rule 2 under section 23 (*a*) of the Civil Leave Code

XII —If an officer receive an advance of pay in England to enable him to return to duty in India, the advance must be recovered at the rate of exchange fixed for transactions with the Imperial Government at the time it was made

3. This notification supersedes the notes in italics below the under-mentioned rules in the Covenanted Civil Service Leave Code of 1871 :

Rules 5 and 6 under section I in chapter I

„ 2, 5, and 6 under section VII } in chapter II
Rule 1, under section X }

Rules 1 to 4 under section XI in chapter III

„ 1 and 3 under section XII in chapter VI

„ 5, 7, and 8 under section XIX } in chapter VI.
The subsidiary rule* under section XXI. }

Rules 1 and 3 under section XXVI. in chapter IX

„ „ „ „ XXVIII. in chapter X

„ „ in chapter XIII

BOOK VI.

PART III.

MILITARY OFFICERS.

LEAVE OF ABSENCE.

376. The Right Honorable the Secretary of State for India having, with certain modifications, approved generally of the rules relative to the leave of absence of Military Officers, published in Government General Order No. 613, dated 19th June 1868, the following revised rules are published in substitution of those contained in the order above referred to.— G O No. 1064 of 1868.

377. These rules will be applicable to all Officers who may elect to adopt them belonging to the several Indian Staff Corps or to the Indian Army, and in regard to the period of leave of absence during which appointments may be held, and in regard to the increased allowances, they will also be applicable to Officers of the Royal Artillery and Royal Engineers, late of the Indian Army, holding permanent staff appointments not of a regimental nature Ditto ditto.

378. The question of the application of these rules to the Officers generally of Her Majesty's British Forces serving in India, is still under the consideration of Her Majesty's Government. Ditto ditto.

N B.—The new rules are applicable to H M 's British Forces serving in India, in the sense in which the Rules of 1854 were made applicable to them, *viz*, as regulating the amount of absentee allowance to be granted to such Officers

while holding staff appointment —*Secretary of State No* 145, *dated* 10*th June* 1869, *Military Department* No 747, *dated* 14*th July* 1869

G O No 614 of 1870. 379. Officers of the Royal Engineers in the Imperial Establishment, employed in the P W. Department, are entitled to the benefits of the Indian Furlough Rules, as forming part of the Civil Administration of the country, counting service from date of arrival in India If they hold permanent staff appointments not of a regimental nature and desire to take leave to England under circumstances which, by the Furlough rules of 1868, involve forfeiture of appointments, they cannot obtain leave under these rules, but are treated as any other Officers of H M 's British Regiment holding no staff appointment

Fml. Dept No 3535, dated 20th Septem- 1869 Ditto ditto No 3163, dated 13th December 1869. 380 A Military Officer in the Invalid Establishment, who holds a Civil Appointment, is allowed leave of absence under the Uncovenanted Civil Rules, on the understanding that his Invalid pay will merge in his absentee allowance, and that his service only in the Civil Department will be taken into consideration in granting him leave

G. O No 1064 of 1868. 381 To obviate confusion or misconception as to the rules referred to, those previously in existence and those now sanctioned will be severally designated the Furlough Rules of 1796, 1854 and 1868

Ditto ditto 382. The term "Furlough Pay" having now a changed and a two fold signification, in all future orders and references, "Furlough Pay" will

be understood as the half Indian salary within the prescribed limits, specified in para. 5 (Rule V) of these rules, converted at the exchange of two shillings for the rupee, whilst "English Furlough Pay" will represent the rates heretofore allowed to the several grades as English pay under the Rules of 1796 and 1854.

Payments of Furlough pay is now made at the current rate of Exchange fixed for the official year, G O 588 of 1871

383 (Rule I.)—The distinction with respect to allowances hitherto drawn between furlough on private affairs and sick leave is abolished, both kinds of leave being included under the general term *furlough*, provision however being made for the obtainment of furlough under Medical certificate, without all the restrictions applicable when taken without Medical certificate G O No 1061 of 1868

384 (II.)—Leave taken under the rules now prescribed will not involve forfeiture of appointment, except in the cases herein specially provided for. Ditto ditto

385. (III)—The rules now prescribed do not affect the provisions of Act XXXIII of George III, Chapter 52, Section 70, * but an absentee cannot retain his appointment, and draw absentee Ditto ditto.

* Section 70 —' And be it further enacted that no person who shall have held any Civil or Military Station whatever in *India* in the service of the said United Company, being under the rank or degree of a Member of Council or Commander-in-Chief of the Forces, and who, having departed from *India* by leave of the Governor General in Council, shall not return to *India* within the space of five years next after such departure, shall be entitled to any rank or restoration of office, or be capable of again serving in *India*

allowances, except under the rules now prescribed, nor do they affect the regulations by which General Officers Commanding Divisions and Brigades can only obtain limited periods of leave without forfeiting their commands

G O No 1061 of 1868.

386. (IV.)—Leave of absence will in future be of three kinds, *viz* :—

I Furlough in or out of India

II General leave on private affairs or sick certificate in India, or short leave to sea

III Privilege leave

CHAPTER I

Furlough.

Ditto ditto G O No 184 of 1869
Finl Dept No 1685, dated 22nd March 1869
Ditto ditto No 3292, dated 17th December 1869
G O No 477 of 1870

387 (V.)—An Officer drawing staff pay in addition to pay of rank proceeding on furlough, will be allowed pay at the rate of 50 per cent of the salary of his substantive office. But an Officer in Civil employ, and drawing consolidated salary, will be allowed 50 per cent of the average salary drawn by him for three years

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either in the European or Native Corps of Troops, or in the Civil line of the Company's service, unless in the case of any Civil Servant of the Company, it shall be proved to the satisfaction of the Court of *Directors* that such absence was occasioned by sickness or infirmity or unless such person be permitted to return with his rank to *India*, by a vote or resolution passed by way of ballot by three parts in four of the proprietors assembled in General Court specially convened for that purpose, whereof eight days previous notice of the time and purpose of such meeting shall be given in the *London Gazette* or unless in the case of any Military Officer, it shall be proved to the satisfaction of the said Court of Directors and the Board of Commissioners for the affairs of *India*, that such absence was occasioned by sickness or infirmity or some inevitable accident

prior to his proceeding on furlough In the case of an Officer who may be granted furlough on Medical certificate before he has completed three years' actual service in India, the average will be taken of the salary drawn during the period of his actual service. In every case the time spent, and the allowances drawn during any leave under Chapter II, will be omitted in the calculation of average salary No absentee shall in either case draw more than £1,000, or less than £250 per annum. The term salary will signify the total amount drawn by an Officer, whether as consolidated pay or staff allowances, in addition to pay, but will not include any extra or special allowances. It is to be clearly understood that an Officer absent on furlough, who may be transferred to another office during his absence, shall be entitled, for the entire period of his furlough, to pay at the rate sanctioned to him when leaving India, provided that an Officer whose term of office shall lapse during his furlough, shall cease to draw his half staff salary from the date of such lapse An Officer will also be entitled to the benefit of his promotion to a higher staff corps or regimental rank whilst on furlough, subject to the maximum limit

Officers not in staff employ will receive half the Indian pay of their rank, provided that in no case will an Officer entitled to furlough receive less than the minimum of £250 per annum.

Note —Officers who may be entitled to income allowances from the Military Fund during absence in Europe, will

draw their half salary or minimum absentee allowance under the foregoing clause, subject to a deduction equivalent to the amount of such income allowance

Finl Dept. No 489, dated 21st January 1869
G O No 559 of 1869.

1 —The acting or deputation allowance of Military Officers on consolidated salaries, is not regarded as a special or extra allowance, but is included in the calculation of their three years' average salary

Military Department No 480, dated 19th July 1869
Finl Dept No 2388, dated 31st July 1869

2 —A personal allowance given to a Military Officer not in connection with any particular appointment, but as compensation for loss occasioned by departmental change or re organization or by abolition of office, or as a special allowance for acknowledged good service, or as compensation to make up the difference between his consolidated salary and his regimental pay and allowance, when the former falls short of the latter, is taken into account in the calculation of three years' average salary

Finl Dept No 179, dated 23rd Apl. 1869

3 —A Military Officer in Civil employ proceeding before completing three years' service in the Civil Department, will have the three years' average calculated upon the last three years' salary in whatever department employed.

Finl Dept. No. 2136, dated 21st July 1870

4 —A Military Officer who has been in Civil employ, but whose appointment in the Civil Department has ceased owing to the completion of his term of service, or to the abolition of his appointment or to any other cause, and

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* Subaltern Officers proceeding to England on sick certificate, who shall make a solemn declaration that they do not possess from any source (exclusive of pay proper and pension for wounds) a sum of money that will enable them to spend £50 per annum, and that they do not contemplate retiring from the service, shall, if unmarried, be allowed that sum, or, if married, a moiety of that sum annually during the period of receiving English pay on furlough —*Article XIII of the Military Fund Rules*

The possession of £150 precludes all claim to income allowance Officer proceeding to Europe on sick certificate under the New Rules, can only be admitted to income allowance on the equalization of the pay they draw with the English pay of their rank, which is the pay contemplated in Article XIX of the Fund Rules, by crediting them with £50 per annum in excess of the said English pay

who therefore reverts to Military employ, will, from the date of so reverting, be entitled while on furlough to the furlough allowance of a Military Officer not in Civil employ

ILLUSTRATION.

Colonel A in Civil employ, while absent on furlough from a Civil appointment which he has held for 5 years, attains the age of 55, and is under rule (vide para 347) no longer capable of remaining in Civil employ From the date of his attaining that age, he will be entitled to the furlough allowance calculated on the pay of his rank as Colonel

5.—A Military Officer holding a Civil appointment on a consolidated salary, and who draws during absence on furlough, furlough pay based on the average of his receipts for three years, will, if he vacates his appointment, revert at once to the furlough pay which he would draw in virtue of his rank, *viz*, half Indian pay and allowances as laid down in Rule V.—*G O No* 271 *of* 1871.

388 (VI)—All grants of furlough on private affairs are subject to the exigencies of the public service, of which exigency the Government is to be exclusively the judge, and to any regulations that may be found necessary for limiting the number of absentees G O No. 1064 of 1868.

389 (VII)—The maximum amount of furlough on private affairs to be taken at any one time, carrying pay and retention of appointment, will be two years. Ditto ditto.

390. (VIII.)—A period of at least three years' service after return from last furlough, except furlough under Rule XI, must be completed before furlough can again be taken, unless obtained under Medical certificate—(see Rules XIII and XIV). G O No. 1064 of 1868.

1.—The period of *three* years mentioned in Rules VIII, XIII and XIV shall be calculated, in the case of a Military Officer in Civil employ, from the date of such Officer's last return from furlough exceeding three months Shorter periods of furlough will be excluded from the three years in question, which must be spent either on actual service or on privilege leave.—*G O No 630 of 1869*

G. O. No. 1244 of 1869.

2.—The old Furlough Rules of 1854, para 7, which require a residence of ten or six years, and the new Rules of 1868 which require a residence of three years to be completed after return from last furlough before another furlough on private affairs can be granted, do not apply to the case of a General Officer of the Staff Corps or the Local service who may be unemployed

G O No. 1064 of 1868.

391 (IX)—An Officer will be eligible for two years' furlough on the completion of eight years' actual service in India, for a third year after a further period of six years' actual service, and for a fourth and fifth year after similar intervals of six years and so on up to the maximum hereafter prescribed. The grant of furlough to an Officer eligible for it will be subject only to the conditions specified in Rules VI and VII. The fact of having taken furlough on Medical certificate will not affect the grant of these furloughs, except as to the conditions laid down in Rules VIII, XIII, and XVI

Military Department No. 68, dated 4th Jan 1869
Finl Dept No 447, dated 19th Jan. 1869.
Ditto ditto No. 798, dated 1st February 1869.

1.—A Military Officer may, on producing a Medical certificate, take his *first* furlough before the completion of eight years' actual service, without forfeiting his appointment or his claim to the allowances prescribed in Rule V. Rule XIV does not apply to such cases.

2 —Officers formerly of Her Majesty's British Service who may join the Staff Corps, will be allowed to count as service towards furlough the whole of their Military Service in India, provided that half of it (in no case less than four years) be passed in the Staff Corps G O No. 1294 of 1869

3 —An Officer who has been not less than three years in the Staff Corps, will, on production of a Medical certificate, be allowed to take his *first* furlough, although he may not have completed eight years' actual service in India, without forfeiting his appointment and allowances as prescribed in Rule V Such leave will form part of the aggregate of eight years allowed by Rule XVI G O No 22 of 1870

4 —An Officer who has been less than 3 years in the Staff Corps, can obtain furlough on Medical certificate only on the conditions as to furlough pay and loss of appointment prescribed in Rule XIV —*G O No 54 of* 1871

5 —Service in India alone entitles an officer of the Royal Engineers to furlough under Indian Rules, but an officer of the Imperial List, who, after completing a period of 7 years' service in India, may serve for a time out of India, and then return for a second tour of Indian Service, is entitled to take furlough after a service of one year from date of return —*G O No* 482 *of* 1871

6 —A Royal Engineer officer of the Imperial List, on permanent staff employ under the Government, who has served 8 years in India without proceeding to England at the conclusion of his regular tour of 7 years, is eligible for furlough to Europe under the rules of 1868, but only on his undertaking to return to India on its termination for a further term of service Should he fail to return, he will have to refund all the Indian pay and allowance he may have received from the Indian Government during his furlough and be restricted to English pay of rank — *G O No.* 340 *of* 1872 G O No. 718 of 1871. G O No. 722 of 1871

7 —An officer joining an Indian Staff Corps from the local service or general list, does not forfeit any claim to furlough under the Regulations of 1868, which he may have established by previous service.

8 —An officer appointed to any duty in England drawing Indian allowances, with or without any portion of his staff salary, is allowed to count the period of his employment towards his furlough, but if appointed to an office in England to which a fixed consolidated salary is attained, the time during which he may hold such office, shall not count towards furlough

392 (X)—An Officer eligible for furlough need not take the whole amount to which his service entitles him, but may apply for any portion thereof as an instalment, and in that case the balance will remain at his credit in any future computation of the amount of furlough to which he may be entitled.

ILLUSTRATIONS

(1st)—An Officer who has served nine years in India, is entitled to two years' furlough. He takes only one year, and after his return remains in India for five years He is then eligible for two years' furlough as follows.—

Total service in India	14	years
Furlough due on that service	3	,,
Furlough already taken ...	1	,,
Balance for which he is eligible	2	,,

(2nd)—An Officer who has served 20 years in India without taking furlough, is entitled to four years' furlough. He can only take, however, two years at one time carrying pay, the balance remaining at his credit in any future computation of furlough to which he may be entitled He can take that balance after completing three years' service from the date of his return from the first instalment.

393. (XI.)—Furlough on urgent private affairs for six months, with pay equivalent to British regimental pay of his rank, to be extended to a year, if necessary, may be granted when the Officer is not eligible for ordinary furlough. The said period may form part of the periods of eight or six years referred to in Rule IX. Finl. Dept. No. 798 dated 1st February 1869

1 —Leave under Rule XI cannot be extended by the Secretary of State, except on Medical certificate, in which case the whole leave is treated as if taken under Rule XIV G O No 97 of 1870

2 —Leave under Rule XI cannot, under any circumstances, be granted in *extension* of furlough taken either on private affairs or Medical certificate G O No. 400 of 1869

3 Leave taken under Rule XI reckon as part of the three years' service after return to duty required by Rule VIII before furlough can again be taken G O No 798 of 1871.

4 —Leave under rule XI can only be given when the officer is not entitled to ordinary furlough or is, owing to the number of absentees, unable to take it Apart from this condition there is no prescribed limit within which such leave may not be repeated —*Military Department No* 923, *dated* 29*th September* 1871

Military Officers in Civil Employ

Short Furloughs

394 Short furloughs in *India* may be granted to Military Officers in Civil employ under the following rules — G O No. 613, dated 14th July 1871

1 —In modification of the provisions of G. G. O No 630, dated 9th June 1869, the Right Hon'ble the Governor-General in Council is pleased to empower Local Governments and Departments of the Governments of the three Presidencies, to grant to Military Officers in Civil employ under them leave *in India* for any period not exceeding three months, *as* furlough, without reference to the

Governmentor Commander-in-Chief of the Presidency to which the officer belongs, provided that, in each case, the authority granting the leave shall first satisfy itself that furlough to that amount is due to the officer concerned

2.—In the event of there being no furlough due to the officer, the leave may be granted as if it were furlough (in India) under the provisions of Rule XI of the Military Furlough Rules of 1868, provided the urgency of the case, whether on the ground of sickness or from any other cause, is such as, in the opinion of the Local Government, or Department of Government, to justify the exceptional indulgence

3.—It is not considered necessary to prescribe any fixed intervals within which a repetition of the indulgence cannot be permitted, but the Governor-General in Council looks to the Local Governments and Departments of Government, to see that such leave is not granted too frequently, or without sufficient grounds

4.—As all leave so taken in India will reckon as part of the eight years to which an officer's total furlough is restricted by Rule XVI, it will be necessary that a copy of the order granting the leave shall in every case be forwarded to the Military Department of the Government of the Presidency to which the officer belongs

5.—Officers obtaining leave under paragraph 1 of this order, will be entitled during the period of their absence on it to furlough pay, as laid down in Rule V of the Military Furlough Rules of 1868. Those who obtain leave under paragraph 2 of this order, will be restricted to the English furlough pay of their rank as follows —

	£	s	d	
General Officers (Staff Corps) ...	1	5	0	a day
Colonel of Royal Engineers, of Royal Artillery, of the Local Service (and Lieutenant-Colonel, Staff Corps, if receiving the Colonel's allowance)	1	5	0	„

	£	s	d	
Lieutenant-Colonel (with the exception mentioned above) ..	1	0	0	a day
Major	0	16	0	„
Captain	0	10	6	„
Lieutenant	0	6	6	„

6.—If an officer exceeds the period of leave granted to him under the provisions of this order, he will forfeit his appointment, and can only be re-appointed as a special case, with the sanction of the Government of the Presidency to which the appointment appertains Should he desire an extension of it as furlough, he can obtain it in the Military Department of his own Presidency to such extent as he may be entitled under the rules

7.—No leave as furlough out of India can be granted by any authority excepting the Government (in the Military Department) of the Presidency under which the officer may be serving

395 (XII) Subject to State considerations, there will be no restriction as to the places to which an Officer may resort during furlough

396. (XIII) Absence on Medical certificate for a longer period than two years at one time, or departure on such furlough within three years of the date of return from a previous furlough, except furlough under Rule XI, will involve forfeiture of appointment. Such furlough may, however, be extended to a third year on *English furlough pay.*

In the event of an Officer not being able to return to his duty after an absence of three years, it will rest with the Right Hon'ble the Secretary

of State for India in Council to order him to appear before a Medical Board with a view to placing him on the retired list, if entitled to pension, or otherwise on the half pay list

Should the circumstances of the case warrant a further extension of leave, it can only be granted without pay

G O No. 627 of 1870 1 —Under Rule XIII, an Officer who has any balance of furlough due to him, although he may not have served three years from date of last return to duty, may, on obtaining furlough on *Medical certificate*, be entitled to receive half the Indian pay of his rank for the entire period not exceeding two years, but will forfeit any appointment that he may hold when proceeding on furlough Such furlough may be extended to a third year on English furlough pay

G. O No. 626 of 1869 2 —An Officer who may obtain on sick certificate an extension of furlough, shall receive *pay proper* for the third year of absence, if he has elected the new rules If he remains under the Rules of 1854, he will receive pay as before

G. G O No. 268 of 1872 2*a* —An officer who may proceed to England on furlough on private affairs, and be obliged there to obtain an extension on Medical Certificate, will be henceforward entitled to the same advantages and subject to the same disadvantages as to retention of appointment, pay, &c., as if he had originally obtained leave on Medical Certificate

G O. No. 808 of 1870 3 —An unemployed Major-General of the Staff Corps, who has a sufficient balance of furlough at his credit, is allowed, when on furlough, half Indian pay for three years, during which, if unemployed in India, he would have received full Indian pay Any period passed out of employment in India should be deducted from the three years during which half Indian pay can be drawn in England

4.—A Regimental Lieutenant-Colonel of Cavalry or Infantry, who is a General Officer, and who receives the same pay and allowances in India as he would receive if he had not attained that rank in the Army and at the same time held no appointment, is allowed during furlough, half of his pay and allowances with the exception of horse allowance, and at the expiration of the period during which he is entitled to furlough the unemployed furlough pay of a General Officer.—*G O No* 476 *of* 1871

397 (XIV) An Officer not entitled to furlough, whose health may necessitate his taking it within three years from the date of last return, may, under the usual Medical certificate, obtain such amount as may be duly certified to be necessary for the restoration of his health, but will only receive English furlough pay, and must vacate any appointment he may be holding.

1 With reference to Rule XIV, an Officer, who has not any balance of furlough due to him, but who has served three years from last return to duty, shall, on *Medical certificate*, receive the prescribed 50 per cent of his emoluments and retain his appointment G. O. No. 627 *of* 1870.

398. (XV) An Officer entitled to furlough, whose heath may necessitate his absence from India, will be compelled to take leave as furlough under Rule IX, but without forfeiting any passage-money to which he may be entitled under Military Fund Rules,* or, if a Subaltern, by Regulation when preceeding on Medical certificate

Any extension of this furlough beyond the period to which he may be entitled under Rule

* A Subscriber of the Bengal Military Fund not being a Regimental Major or not having at any time within six months of obtaining furlong drawn for a period of six months emoluments equal to Rs 640 per mensem (exclusive of Office Establishment and stationery), who may proceed to Europe on sick

IX, will be regarded in all respects as furlough on Medical certificate Such extension will not be allowed to take effect, until the Officer shall have exhausted the entire amount of his available furlough on private affairs. If the aggregate of two years furlough be exceeded, whether on Medical Certificate or on private affairs, the Officer will vacate his appointment, such extension being in the case of private affairs without pay and in that of Medical Certificate with English furlough pay, for a third year only.—*G G. O. No.* 528 *of* 1872

1 —An officer entitled to furlough, who has taken it on Medical Certificate may, on being declared fit for duty, take out on private affairs any balance due to him, provided that, on being declared fit for duty, he is not in excess of the established proportion of absentees

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certificate, and who may no be allowed passage-money from Government, shall be authorized to apply to the Military Fund, if unmarried, for Rs 800, or, if married, for Rs 400, towards the expences of his passage, provided his application be accompanied by a sincere and solemn declaration, that he does not possess a sum of Rs 5,000 or property of any description to that amount, and that he does not contemplate retiring from the service, but fully intends returning to his duty in India Such subscriber shall also be entitled, on his return to India, to receive towards the outward passage, if unmarried, Rs 800, or, if married, Rs 400, on production of a declaration that he neither possesses nor has at any time possessed £500 or property of any description to that amount (exclusive of pay), during the period he has been in receipt of English pay on furlough, provided his application be accompanied by a guarantee from approved parties to refund the passage-money in the event of his failing to pay for his return passage, and to proceed to India within two months, and provided he prove to the satisfaction of the Agent of the Fund in England, that his services are not required to proceed with or in charge of troops to India —Art XVII of the Fund Rules

G O No 72 of 1871.

A subscriber not coming as regards rank or emoluments within the exception mentioned in the preceding Article, proceeding to Europe on sick certificate, shall be authorized to apply, if unmarried, for the further sum of Rupees 300, or, if married, for Rupees 150 for his equipment, his application being accompanied by a solemn and sincere declaration that he is not possessed of the sum of Rupees 2,000 or property of that amount, and does not contemplate retiring from the service, and that he intends returning to India No allowance is made for equipment to a subscriber returning to India. Art XVIII.

2 —An officer who, on his return to India, reports himself in ordinary course at the port of debarkation as having returned from furlough, will be considered to have returned to duty.

3 —There is no restriction as to the country on which this leave may he taken, but an officer desiring to change the place to which his leave on medical certificate was originally granted, must obtain permission to do so from the Government of his Presidency in India, or from the Secretary of State for India in England as the case may be

4 —On landing on such leave in England or in India, he must report his arrival accordingly to the India office, or to the Military Department of his own Presidency forwarding with his report a copy of the permission granted him to change his destination G O No. 724 of 1871.

Free Passage

399 The following are the Rules for the grant of free passage to Military Officers .— G O No. 1109 of 1869.

1 Officers serving in the Bengal, Madras or the Bombay Presidency, who are entitled to a free passage when proceeding to England on duty, or on Medical certificate during the Troop Ship season, *viz*, between the 1st of October and the 1st of March, are to proceed to Bombay for transport in one of H M 's Troop Ships The only circumstances under which such Officers may be permitted to proceed to England between these dates, otherwise than by H M 's Troop Ships, are —

1st.—When ordered to accompany troops round the Cape.

2ndly —When a Medical certificate may declare a passage overland to be positively dangerous to health, and a long sea voyage essentially necessary.

3rdly.—When a Presidency Medical Board Certificate may in like manner declare that an immediate change to England is urgently necessary,

and that the case will not admit of delay until a passage in one of the Troop Ships can be provided.

4thly—When suffering or recovering from a disease of a contagious nature, which a Presidency Medical Board Certificate may declare as not admissible on board a Troop Ship

5thly—When the Officer commanding at Bombay certifies that a passage cannot be provided in any of H M.'s Troop Ships during the current season, and that the Officer's services are not required or are not available for duty on other vessels taken up for the conveyance of troops to England

G. O No 1109 of 1869

2 Officers thus proceeding to Bombay with a view of being provided with a passage in one of H M 's Troop Ships, are allowed a free passage by rail for themselves and for their families

Ditto ditto.

3 Officers who may be allowed to embark where they please, under the authority of Medical authority, or go home on duty at seasons of the year when Troop Ships do not ply, are allowed, in lieu of the rates marginally noted, the actual cost of a single passage to England by Ship or Steamer, the same being drawn in a Contingent Bill accompanied by Ship's Agent's acknowledgment, that necessary accommodation has been secured a free passage by rail to port of embarkation for themselves and their families being also allowed.

For a Field Officer	Rs	1,700
Captain ..	„	1,400
Subaltern . .	„	1,200

G. O No 338 of 1870.

4 Officers of the Indian Army who, under the rules of the Indian Military Funds, are entitled to a free passage when proceeding home on furlough on Medical certificate, may, if they desire it, be provided with accommodation in H. M 's Troop Ships when available, the amount of deduction on account of table-money made on board the Troop Ships being in their case re-imbursed.

5 When Troop Ships are not running, or when accommodation therein is not available, or when such Officers may prefer to make their own arrangements, they will proceed, as heretofore, under the rules of the several Military Funds to which they belong — G O No 818 of 1870.

6 Officers when desirous to proceed in H M 's Troop Ships, are to intimate their intention in their applications for leave, so that passage may be at once secured for them if practicable, or such timely information given as will enable them to make other arrangements — Ditto ditto

7 A Military Officer in Civil employ of the rank of a Subaltern, drawing a consolidated salary, is allowed in the Civil Department passage-money when proceeding home on furlough on Medical certificate — Finl Dept No 1331, dated 13th July 1864

8 A Military Officer in Civil employ on a staff salary of the rank of a Subaltern, draws his passage-money also in the Civil Department. — Finl Dept No 2729, dated 4th October 1864

NOTE —In consideration of the liberal rates of absentee allowance admissible under the new Furlough Rules, a Military Officer in Civil employ who has accepted the new Rules, is no longer allowed a free passage when coming from a distant station to the port of embarkation

400. (XVI.) The aggregate amount of furlough with pay and retention of appointment, whether on private affairs or on Medical certificate, that may be granted to an Officer during his service, will be limited to eight years

1. The following descriptions of leave do not form part of the aggregate of eight years furlough alluded to in Rule XVI — — Secretary of State No. 104, dated 15th April 1869. G. O No. 669 of 1869.

1 All leave taken as local leave (not being furlough) in India

2 All leave necessitated by wounds received in action or by sickness contracted on field service, which may be allowed to reckon as service for pension under the provisions of G O No 1113 of 1857

3 All sick leave to England that may have been taken under the Rules of 1796 on the old rates of furlough pay

G O No 559 of 1869

4 All sick leave granted to England, or extensions of furlough or leave on Medical certificate granted in England, *if without pay*

5 All sick leave granted to the Colonies, eastward of the Cape of Good Hope, under the Rules of 1796

The following form part of the eight years.—

1 Furlough with pay on private affairs, under whatever Rules it may have been taken

2 Leave to England on Medical certificate with pay, under the furlough Rules of 1854

RECKONING OF FURLOUGH

401. (XVII) If taken in India, furlough will be reckoned from the date of the absentee quitting his station to the date of his return thereto, if taken out of India, from the date of the sailing of the vessel in which he may have embarked, to the date of his disembarkation in India.

1 An Officer can reckon his return from furlough only from the date of his arrival at the port at which he may *bonâ fide* disembark, with the view of proceeding to join his appointment or regiment, and his landing at Madras on his way to Calcutta to rejoin his appointment to Bengal, N W Provinces, &c, cannot be held to be date of disembarkation in India —*Military Department No* 64, *dated the* 2*nd March* 1871 *Financial Department No* 1499, *dated the* 16*th March* 1871

G O No. 103 of 1869

2. An Officer who has appeared before a Medical Board at Fort William, and has been recommended by it for furlough to Europe, may either embark at Calcutta or

proceed *viâ* Bombay without further examination by a Medical Board at the latter place, and in either case his furlough will commence from the date of embarkation

3 When an Officer desires to proceed *viâ* Bombay, he should word his application accordingly, and the General Order will specify that he has permission to embark at Bombay. G O No. 108 of 1869

4 An Officer who is not stationed at or near the Presidency, or who, in proceeding from his station to Bombay, would not ordinarily pass through Calcutta, should present himself before the Medical Board at Bombay, and obtain furlough on Medical certificate from the Government of that Presidency, as at present Ditto ditto.

5 An Officer proceeding to Europe on furlough on private affairs from any port of the Bengal Presidency, is allowed to reckon his furlough from the date of his departure from Bombay, if he apply for permission to embark there, but on the distinct understanding, that he must obtain the furlough from the Government of his own Presidency and embark after it has been actually granted Ditto ditto

6 Officers of the Madras Army serving in Bengal, when proceeding to Europe on furlough on private affairs or Medical certificate, may, if they desire it, proceed *viâ* Madras instead of Calcutta or Bombay, reckoning the commencement of furlough from the date of embarkation at Madras, provided the usual subsidiary leave of 30 days is not exceeded G O No. 353 of 1870

7 —If a Military officer in Civil employ, take furlough partly in India and partly out of India, the dates of the commencement and termination of his furlough will be determined by the rules applicable to a Covenanted Civil Servant under similar circumstances Finl Dept No 1731, dated 8th July 1870.

Application for Furlough.

G O C C. No 185, dated 11th June 1870

Finl Dept No 1734, dated 27th March 1871.

402. With reference to G G O Nos 34 and 103 of 1869, the following forms of application for furlough to Europe, on *private affairs*, have, with the sanction and approval of the Government of India, been laid down for the guidance of Officers marginally indicated Any application not prepared in accordance with these forms returned for amendment

I Military and Medical Officers in Civil employ

II Officers in the Ordnance, Barrack, Clothing, Commissariat, Stud and Pay Departments Also Officers serving with Native Regiments, doing general duty, or in other Military employ, and Veterinary Surgeons

III Officers in the Public Works Department.

1st—Officers serving out of their own Presidency must submit their applications for furlough on *private affairs* to the Government of *their own Presidency*, through the local Government or Administration under which they may be serving, or through the Adjutant-General, if serving under the orders of the Commander-in-Chief in India

2nd—Applications for leave on *medical certificate* will, as heretofore, be submitted through the Officer Commanding at port of embarkation *after* the applicant has passed the final Medical Board

A form of application and necessary information on this head can be obtained from the Military authorities *at port of embarkation*

3rd—Official telegrams *under no circumstances* are admissible, and private telegraphic communications will not be attended to, except in cases of the clearest urgency, the nature of which must be explained in the telegram, and if a reply is required, it must be paid for by the Officer concerned

4th.—Officers desirous of proceeding to Europe on emergent *private affairs*, who may have already enjoyed the authorized furlough, or who may not be entitled to such

indulgence, should transmit with their applications a succinct detail, on honor, of the circumstances which induce them to apply

5th —Applicants for furlough on private affairs are on no pretext whatever to be allowed to leave their stations until they have been officially informed that their furlough *has been sanctioned* by the Government of India, neither are they to be permitted to leave their stations unless there is reasonable ground for believing they can embark within the period of ordinary preparatory leave sanctioned under Clause XVIII of the Furlough Rules of 1868

6th —All applications for furlough on *private affairs* from Medical Officers in Military employ are to be forwarded to Head quarters, by General Officers, through their Inspector-General of Hospitals, Indian Medical Service

7th —Officers obtaining furlough on private affairs are to understand that the grant of furlough only holds good for *three months* from the date of the General Order notifying it This period is *inclusive* of the thirty days preparatory leave allowed to reach the port of embarkation

8th —In the case of an Officer whose furlough is not notified within *three months* from the date of his no-demand certificate, it would be necessary for the applicant to forward to Army Head-quarters a fresh no-demand certificate or a guarantee in lieu

9th —Officers proceeding to the port of embarkation preparatory to availing themselves of furlough on *private affairs* should provide themselves with the following documents —

I Extract of order granting *preparatory* leave

II Extract of Government General Order granting furlough

III Last pay certificate

IV Certificate showing the date up to which the Officer performed the duties of his appointment

(No IV is only required from an Officer holding a staff appointment)

(*Note.*—Adjutant-General's Circular No 99, dated 24th December 1867, cancelled)

I

Specimen forms for Military and Medical Officers in Civil employ

LIST OF ENCLOSURES

A Application for Furlough

B No-demand certificate from Military Accountant *

Or (C) guarantee in lieu of no-demand certificates (as the case may be)

D Statement of Service

(All in duplicate)

A

[*To be prepared, in duplicate, on a full sheet of foolscap paper with quarter margin*]

To

THE ADJUTANT-GENERAL,

Head-Quarters,

SIMLA

SIR,

I HAVE the honor to request you will submit this my application to Government for permission to proceed *viâ* Calcutta (or Bombay, as the case may be) to on private affairs for under the Furlough Rules of 18

2 The prescribed no-demand certificate [or guarantee, as the case may be] and statement of service are enclosed

I have the honor to be,

Sir,

Your most obedient Servant,

[*Signature of Applicant*]

Station and date

* Military officers in Civil employ are not required to obtain "No-demand certificates" from either the Civil or Military Account Department, when proceeding on leave of any description Such certificates are required only from officers in Military employ applying for furlough or leave out of India on private affairs — *G O No 923 of 1871.*

NOTE.—To be countersigned by the Head of Department.

☞ With the view of divesting furlough applications from Military Officers in Civil employ of all unnecessary enclosures, it should be HERE RECORDED, and *not on a separate sheet of paper*, that the permission of the Local Government under which the applicant may be serving has been obtained, and if preparatory leave has been granted, this should also be stated

NOTE.—Form A to be in one page, the next page being left blank

FORM OF STATEMENT OF LEAVE

Statement of Leave granted to ——— *since his admission into the service on the* ——— *day of* ——— 18

To Where.	From	To	Authority.	Years	Months.	Days.
Leave in India on private affairs						
Leave in India on medical certificate						
Leave in England on private affairs						
Leave in England on medical certificate						
		Total				

Station and date

[*Signature of Applicant*]

(To be prepared by the *applicant himself*,)

B

BENGAL FORM 94

An Officer intending to apply for leave of absence must obtain from the Paymaster from whom he receives his pay the following —

PAYMASTER'S CERTIFICATE

CERTIFIED that I have issued to ——— ——— his pay and allowances for the month of ——— 18——— after making

the authorized recoveries, and that there are no claims against him on the books of my Office

Paymaster

PAY OFFICE,

The——day of ——

This is to be forwarded to Calcutta to the Military Accountant with an application for the following —

MILITARY ACCOUNTANT'S NO-DEMAND CERTIFICATE.

CERTIFIED that on examination of the public accounts in the Military Accountant's and Pay, Commissariat, Ordnance, Medical and Fund Examiner's branches of the Military Accounts Offices, there appear to be no demands against the said——

Military Accountant

FORT WILLIAM,

Military Accountant's Branch,

The——day of ——

NOTE.—*An Officer having charge of cash or stores must obtain the certificate laid down in G. G O. No 755, dated 17th July* 1860, *for the receipt of his successor for the cash or stores made over to him*

This must also be sent with the Paymaster's certificate to the Military Accountant

C

GUARANTEE IN LIEU OF NO-DEMAND CERTIFICATES

[*To be prepared, in duplicate, on a half sheet of foolscap paper with quarter margin*]

To

THE SECY TO THE GOVT OF INDIA,

Military Department

SIR,

IN lieu of the prescribed certificates of no-demand both cash and stores, I (or we) hold myself (or ourselves) responsible to Government for any public demand or demands that may arise against (*here enter*

name and rank of Officer) in the event of his being permitted to proceed to (enter place to which proceeding on furlough)

I (or we) have the honor to be,

Sir,

Your most obedient servant,

[*Signature*]

Place and date

D

[*To be prepared, in duplicate, on a full sheet of foolscap paper with quarter margin*]

STATEMENT OF SERVICE OF ——— ———

SERVICES IN THE FIELD

Served with the Army of the Sutlej in 1846

Present at the action of——— ———

Wounded dangerously———

Medal and Clasp ———

Mentioned in the Despatch of ———

who commanded the —— Division —— Brigade, *or, as the case may be*, published in General Orders (date) ——

Served in the capacity of —— in the Force under —— in the ——— Campaigns (date) ———

Brought to notice of the Commander-in-Chief in the despatch of ——— General Orders, (date) ———

Received the thanks of Government Government General Order No ——— (date) ———

Promoted to rank of ——— by Brevet for service in the ——— Campaign

Served as ——— with the expedition to———

in the year ———

Accompanied the Force under——— (from date) ——— to (date) in the capacity of ——— in the Campaign

Received the order of the Bath—

(Civil or Military)

(*N B*—In the case of Officers who have not seen service in the Field, "No Field Service" is to be written under this head)

☞ Not required from *Medical* Officers.

NATURE OF EMPLOYMENT DURING SERVICE.

(Joined the ——— Regiment ——— (date) ———
Appointed Adjutant (date) ———
Continued in regimental employment under (date) ———
Proceeded to England with Invalids and discharged soldiers (date) ———
Returned (date) ———————
Appointed Brigade Major at Umballa (date of G O) ——— and held this appointment until (date) ———
Vacated staff appointment (to be specified) on promotion to rank of ———————————
Regimentally ———————————
Return to corps ———————————
Succeeded to command of Regiment (date) ——— and retained command until (date) ———
Appointed Assistant Commissioner in the Punjab (date of order) ———————————
Employed on special duty (to be specified)

(*N B*—When an Officer may not have held any appointment during his service, a statement to this effect to be recorded.)

DECLARATION

Whether conduct has ever been the subject of a Court Martial or Court of Enquiry

The conduct of Captain G ——— has never been the subject of a Court Martial or Court of Enquiry
Lieutenant N. ——— was tried by Court Martial in (date) ——— charge, finding, and sentence published in General Orders ———
The conduct of Captain H ——— was submitted to the investigation of a Court of Enquiry in the year (date) ———
Subject of enquiry and result to be specified

(Signature)

Station and date

II

Specimen forms for Officers in the Ordnance, Barrack, Clothing, Commissariat, Stud and Pay Department, also Officers serving with Native Regiments doing general duty, or in other Military employ, and Veterinary Surgeons

List of Enclosures

A —Application for furlough (Form given in No 1 to be adopted)

B.—No-demand Certificate from Military Accountant or Guarantee as given in Forms B and C in No I

C —Statement of Service (Form D given in No I to be adopted)

(All in duplicate)

III

Specimen forms for Officers of the Public Works Department

List of Enclosures.

A —Application for furlough (Form given in No I to be adopted)

B —No-demand Certificate from the Controller, Public Works Accounts (Bengal, N W Provinces or Punjab, as the case may be, Governments), or Guarantee as given in Form C in No I

C —Statement of Service (Form D given in No I to be adopted)

(All in duplicate)

B

Office of Controller of Public Works Accounts.

——————————187

Certified that there are no claims against ——————————————————————— in the books of the Public Works Department.

Note —This Certificate is given after examination of the accounts of this Officer up to the latest period practicable on this date, and although it does not deprive Government of the right to claim from him any sums with which he may hereafter be discovered to be justly charge-

able, still nothing likely to give rise to any claims against him is known to the undersigned

Controller of P W. Accounts

SUBSIDIARY LEAVE

403. (XVIII)—Preparatory leave to embark for Europe or elsewhere on furlough, will be granted for any period not ordinarily exceeding 30 days. Leave to the same limit to enable him to rejoin on his return from furlough, will be granted from the date of disembarkation in India

Military Department No 161, dated 21st April 1869

1 Preparatory leave in excess of 30 days may be granted to a Military Officer by the authority that has power to grant such leave, on due and sufficient cause being shewn that the extension is necessary For instance, it should be shewn that the Officer has taken all reasonable precaution to secure his passage within the usual time

Finl. Dept. No 1131, dated 15th June 1869
Ditto ditto No 4252, dated 26th Oct. 1869.

9 A Military Officer in Civil employ on a *consolidated salary* draws, during subsidiary leave, granted before or after furlough except furlough under Section XI, the allowance calculated in the same way as his furlough allowances, but without any limitation as to maximum or minimum If he forfeits his appointment by proceeding on furlough his allowances are regulated under the rules of the Military Department applicable to his case (During subsidiary leave granted before or after furlough under Section XI, he draws allowances as during the furlough itself—*Finl Dept No.* 2876, *dated 8th Dec* 1871)

Ditto ditto No. 4252, dated 26th October 1869
Ditto ditto No 2876, dated 8th Dec. 1871

3 A Military Officer in Civil employ on a *staff salary*, draws, during subsidiary leave, granted before or after furlough of any kind, full Military pay and allowances of his rank, in addition to staff salary of his appointment, as in cases of general leave

Payment of Furlough Allowance

404 (XIX)—Furlough allowances shall be payable monthly if payment is taken in India, and quarterly if payment is taken in England

Note —See Chapter X. of the Civil Leave Code, as to how leave allowances should be drawn in India

Officers of Her Majesty's Indian Army who may be desirous to draw their absentee pay in the Colonies, should, either before embarkation on leave, or through their Agents in India subsequently, apply to the Pay Examiner of the Presidency to which they may belong, for the necessary warrant on this account The Pay Examiner furnishes this document after obtaining the endorsement of the Controller of Military Accounts, and the countersignature of the Secretary to Government in the Military Department of the Presidency G O No. 1090 of 1866

Form of Warrant

Warrant No —— of 187 .

To

The Controller of Army Expenditure of
Her Majesty's Colony of———

(Name of Officer, Rank, &c ——— having been granted leave on furlough, for a period of under the orders of Government specified in the margin, is hereby allowed the privilege of drawing his pay from the Local Commissariat Chest during the above-mentioned period, commencing from the date of his last-pay certificate at the following rate —

(Here enter rate.)

(Sd) ——— *Pay Examiner.*
(Sd) ——— *Contr of Mily Accounts.*
(Sd) ——— *Secy to Govt, Mily Dept*

405 (XX)—Advances of furlough pay will continue to be made in India to those Officers who desire it for three months from date of embarkation. Payments in continuation will be made in

England on the expiration of six months from that date.

1 The three months' advance of pay is the maximum amount An Officer may elect to take less than three months' pay or nothing at all —*Military Department No* 891, *dated 26th July* 1869

2 An advance of pay made to a Military Officer, when proceeding on leave to Europe, is not recoverable from his estate, in the event of the Officer dying in his way to England, or before the expiration of the period for which his pay was drawn in advance —*Financial Department No* 498, *dated 21st January* 1862

Last-Pay Certificate.

Courts Despatch No. 75, dated 13th June 1855
Fin. Dept. No 498, dated 21st Jan. 1862.

406 (XXI)—The last-pay certificate* issued to each Officer who may be granted furlough, whether on private affairs or on Medical certificate, will specify the rate of the pay and staff salary of his last substantive appointment, and the rate to which he will be entitled in Europe by virtue of Rule V.

407. (XXII.)—An officer acting in India for an absentee will be restricted for the entire period of such acting, to the half staff salary of the appointment in which he may be acting, in addition to the full pay of his rank, and the half staff salary of his own appointment, if he possesses one. The staff salary granted to an acting officer will, however, in no such case be less than Rs. 100 per mensem.

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* Regarding Forms of Last Pay Certificates, &c, see Civil Leave Code, Chapter XI.

408 (XXIII)—The privilege heretofore granted to Military Officers of counting the proportion of leave noted in the margin as service for pension is retained. The periods of service qualifying for pension remain unaltered.

Years		Years
2	in	20
3	„	25
4	„	30

Illustration of the mode of computing service for pension in any case

			Years.
Total service from date of arrival in India, say,			30
Leave	Years	Months	
In Europe, say	6	7	Years
„ India ...	3	5	
			10
Of which he can reckon ...			... 4
Remaining to be deducted ...			... 6
Service counting for Pension ...			.. 24

1 No furlough or leave of absence exceeding two years in 20 years aggregate service, three years in 25 years service, four years in 30 years service, five years in 35 years service, and six years in 38 years service, is allowed to count as service for the retiring pension, and no difference is made in this respect between leave taken in Europe or elsewhere in or out of India, or whether it be on sick certificate or private affairs—*G O No* 337, *dated 28th March* 1872

409 (XXIV.)—In computing the furlough on private affairs to which an Officer who has already some portion of such furlough will be entitled under these rules, it will be necessary to deduct the total amount of the furlough on private affairs of which he may have availed himself during his service from the total periods to which under Rule IX he can lay claim. The balance will represent

the leave to which he will be entitled on the expiration of not less than three years from his last return to duty.

ILLUSTRATION

1 An Officer who had obtained under the existing rules two years' furlough after 10 years' service, returns to India on the date on which this order is promulgated He accepts its conditions, and serves four years longer in India On the expiration of that term he can take one year's furlough, thus —

	Years.
Total service in India	14
Leave to which that service entitles him	3
Already enjoyed	2
Balance	1 year

2 An Officer of 4 years' service has proceeded on sick certificate to England for 20 months, extended afterwards to two years He returns, serves six years in India, takes two years' furlough, and returns to India about the time of the promulgation of these rules which he accepts He must serve four years before he can take an additional year's furlough, thus —

	Years.
Total service up to return from furlough	14
Total service in India	10
Furlough enjoyed on that service ...	2
Further period of service to entitle him to one year's furlough	4 years.

CHAPTER II

General Leave on Private Affairs and Sick Certificate in India

410, (XXV)—An Officer will be eligible, as at present, to take leave on private affairs or sick

certificate in India for any period not exceeding six months, at the discretion of His Excellency the Commander-in-Chief, or of the Government under which he may be serving During the entire period of his absence on this account, the Officer will be entitled, as at present, to his full pay and a moiety of his staff salary. Leave taken under this rule will form no part of the eight years' aggregate furlough If this indulgence should be taken advantage of for a third year consecutively, the Officer will lose his appointment.

411 (XXVI)—Leave on sick certificate for a period exceeding six months, capable of extension under renewed Medical certificate to a limit of one year, may be granted to any Officer who, in the opinion of a Medical Board, may require it Leave of this nature taken after the promulgation of these rules, will be held to constitute a part of the maximum period of eight years' leave of absence to which an Officer is entitled in his entire period of service, but will not be regarded as furlough, nor will it affect the intervals entitling to furlough laid down in Rule IX During this leave the absentee will draw a moiety of his staff salary in addition to pay of his rank

1 If the twelve months' leave in India on Medical certificate under Rule XXVI be exceeded, the whole leave will be reckoned as furlough, and allowances will be adjusted accordingly

Secretary of State No. 104, dated 15th April 1869 G. O No. 559 of 1869

412. (XXVII)—Short leave not exceeding three months on private affairs or sick certificate, may also be taken to sea on the above condition, but absence from India for any longer period will be treated as furlough.

A Military Officer cannot be permitted to visit England on short leave under Rule XXVII, and that preparatory leave is not admissible to him when availing himself of this description of leave —*Military Department No* 591, *dated* 25*th August* 1870

413. (XXVIII)—All general leave taken in India counts as part of the leave reckoning against service for pension

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CHAPTER III.

Privilege Leave.

414 (XXIX)—Privilege leave may be granted, as at present, for sixty days in each year to all Officers in Military employ, without deduction from the salaries and emoluments drawn by them. General leave, in extension of privilege leave, can only be granted on the ground of sickness, or some other serious emergency which could not have been foreseen when the Officer proceeded on privilege leave Privilege leave may, however, be converted into general leave with the sanction of the Commander-in-Chief or the Government.

415. (XXX)—In the case of the stations noted in the margin, privilege leave may, as at present, be granted for ninety days to Officers of local Corps, or of Corps which are usually employed in one or other of the districts named

Assam.	Khotra
Shillong	Bunnoo
Erinpoora	Dera Ismail Khan
Deolee.	Dera Ghazee Khan.
Khairwara.	Rajanpore.
Jacobabad	

416 (XXXI)—An Officer is at liberty to proceed wherever he may desire on privilege leave, provided he can ensure his return before the expiration of his leave

417 (XXXII)—Privilege leave cannot be taken in continuation of furlough, nor can furlough be obtained in continuation of privilege leave. If furlough be obtained by an Officer while absent on privilege leave, the previlege leave will be converted into general leave, the Officer for that period sacrificing a moiety of his staff salary.

Military Officers in Civil employ

418 (XXXIII)—Military Officers in Civil or Political employ taking leave in India come, as respects periods of leave obtainable and amount of pay to be granted, under the Civil Leave Rules When they take leave out of India, they come under the Military Leave Rules

Finl Dept No 1109, dated 16th February 1871

1 A Military Officer in Civil employ is entitled to privilege leave under the Covenanted Civil Leave Rules (see paras 196 to 199), and in calculating the amount of privilege leave due to him, continuous service in any department is taken into account

Finl Dept. 1109, dated 16th Feb 1870

2 A Military Officer in Civil employ is not entitled to any other description of leave, except furlough under Chapter I of the Military Leave Rules, and privilege leave under Chapter II of the Covenanted Civil Leave Rules He is debarred from taking general leave under Chapter II of the Military Rules

G O No 630 of 1869.

3 A Military Officer in Civil employ, who overstays privilege leave, forfeits *all his* pay, Military and Civil, for the period of overstay —*Finl Dept. No 857, dated 31st July* 1871.

SUBSIDIARY RULE.

G O No. 1064 of 1868.

419. (XXXIV)—Officers of the Indian Military and Medical services will be required generally to notify their intention to accept these rules, or to adhere to those now existing, on the first occasion of their taking furlough or general leave after the publication of this order. Such election must be considered final, and under no plea whatever will an Officer be subsequently relieved from the choice thus made. Officers who may determine to abide by existing rules, will be allowed to proceed on furlough on the conditions laid down in Rules VII, VIII and XIII, to the extent to which they may be entitled under the Furlough Regulations of 1854, and on the rates of pay contemplated in those Regulations, but retaining their appointments The principle laid down in Rule V must, however, be applied in those cases.

If an Officer under the Furlough Rules of 1796 elects the present rules, his service for pension will be reckoned under the former rules up to 1st July 1868, and thenceforward under the rules of 1868.

Secretary of State No 197, dated 24th June 1864
G O No. 693 of 1864

420. Military Officers not in the Staff Corps holding *in the Civil Department* the appointments noted in the margin, as well as those the salaries of which have been laid down in the Table of Staff Salaries prescribed in General Order No. 156A, dated 13th October 1863,

Secretary to Government of India, Military Department, Deputy ditto, 1st and 2nd Assistants ditto, Private Secretary to a Lieutenant-Governor

draw, during leave of absence, their absentee allowances like Officers of corresponding rank in the Staff Corps, provided such allowance does not fall short of the pay and allowances of their *regimental* rank

Examination Leave, &c

421. A Military Officer is allowed to visit the Presidency for passing in the Native languages without loss of service as follows — G O No 1009 of 1866

1*st*—For passing by the higher standard	Six months as on duty
2*nd*—For passing in local languages	Further six months
3*rd*.—For obtaining a certificate of high proficiency .	Eighteen months in the aggregate
4*th*.—For obtaining a degree of honor	Two years.

N B—A Military Officer who obtains leave to study the Native languages, may draw half staff salary for a period not exceeding six months—*Military Department No.* 97, *dated 6th December* 1866

422. A Military Officer in *Civil employ* obtains leave to pass examinations in the oriental languages under the same terms and conditions as those applicable to Covenanted Civil Servants generally (vide paras. 201 to 204). Finl Dept. No 85, dated 17th April 1865. Military Department No. 1287, dated 27th January 1870.

423 Military or Departmental Officers proceeding to England for the purpose of acquiring professional information, may be allowed, during such absence, the full Indian pay and allowances of their rank and the half staff salary of their appoint- Secretary of State No 49, dated 24th November 1868 G O. No. 6 of 1868.

ments, the remaining half being issued to their *locum tenens*.

Joining time.

Finl Dept No 1603, dated 29th June 1870.

424 Joining time or special leave to join an appointment, of Military Officers in Civil employ, is regulated on the principle which governs the same leave to Covenanted Civil Servants —See Chapter VIII of the Civil Leave Code

Govt of India, dated 29th September Finl Dept No 1468, dated 21st July 1865.

425. A Military Officer, joining the Civil Department from the Military, is not allowed to draw any salary in the Civil Department till he takes charge of his duties During transit he draws his allowances in the Military Department (except travelling allowance which is paid in the Civil Department —*Financial Department No* 2106, *dated* 20*th April* 1871)

FURLOUGH RULES OF 1854.

G O No 1150 OF 1854

Furlough

Sections 6 & 7

426 An Officer may take furlough on private affairs for two years to Europe or elsewhere, after 10 years' service in India, forfeiting his appointment and drawing furlough pay only, and a second grant on the same terms after an interval of 10 years' service from date of return to duty from the first furlough These furloughs are not cumulative, but are limited to two years An

Officer who has taken leave of absence to Europe or elsewhere on sick certificate, except short leave to sea, is ineligible for a furlough on private affairs until he has served six years from last return to duty.

427 An Officer who takes his first furlough after twenty years' service in India, may take his second furlough after an additional service of five years from the date of his last return to duty. G O. dated 16th June 1856.

428 An Officer holding staff or other detached appointment in the Civil or Military Department, may be allowed furlough to Europe on private affairs for a period of six months after 10 years' service, without forfeiting his appointment, but on furlough pay only If this leave is exceeded, he forfeits his appointment Leave on the same terms may be allowed a second time after six years' service. Sections 9 & 20 G O No 17A of 1863. Secretary of State No 61, dated 9th February 1863.

429. Furlough to Europe on private affairs for six months may be allowed at any time without pay and allowance, but with retention of office, provided Government is satisfied that the leave is urgently required. Ditto ditto G O No. 17A. of 1863

430 An Officer who has taken furlough for two years to Europe, must serve ten years before he can obtain private leave to Europe for six months with retention of appointment and drawing furlough pay Secretary of State No 61, dated 9th Feb. 1863

431. An Officer proceeding to England on furlough on private affairs for six months, after 10 or 20 years' service retaining his appointment, G O No. 102 of 1856.

may at any time take the remainder of the two years' authorized furlough on private affairs.

Finl Dept No 8355, dated 1st October 1859.

432 An Officer taking Medical leave to Europe or elswhere beyond sea, must serve six years from return to duty from such leave, before he can take six months' private leave to Europe with retention of appointment.

Finl Dept No 1864, dated 1st April 1858.

433 When private affairs' leave to Europe is supplemented by leave on Medical certificate, the entire period is treated as Medical leave, but the officer is restricted, whilst absent, to the furlough pay of his rank.

Medical Leave.

Sections 11 and 12

434. A Military Officer may be allowed leave of absence on sick certificate to Europe or elsewhere out of India, for a term not exceeding twenty months Extensions of such leave may be granted on Medical certificate for further periods not exceeding sixteen months on the whole.

Sections 13, 16, and 20.

435 An Officer holding a staff or other detached appointment, whether in the Civil or Military Department, may be allowed to be absent on sick certificate in England or elsewhere out of India, for a period of twenty months without losing his appointment. During the first six months of his absence, he draws half staff salary in addition to pay and allowances of his rank in advance (3 months in this country, and 3 months in England), and during the remaining period, furlough pay of his rank Leave on the same terms may be again granted after an interval of three years, from

date of return from such last leave, but not short leaves to sea.

436 An Officer proceeding to Europe on sick certificate, within three years from his last return to duty from such leave, cannot retain his appointment, but if, when first proceeding on leave, he held no staff appointment, he can take a second leave within three years without loss of appointment

G O No 396 of 1863

Leave within Indian limits.

437 A Military Officer in Civil employ may take private affairs leave for six months in India, as often as the Government, under which he is employed, may think fit to grant it, and Medical leave for two years without reference to any qualifying period of service, and without forfeiting his appointment · whilst absent on leave in India, he draws half staff salary, plus pay and allowances of his rank during the entire term of absence.

G O No. 1150 of 1854 Final Dept No. 82-1, dated 22nd Feb. 1866. Ditto ditto No 540, dated 11th June 1863.

438 If, whilst absent on leave in India, he proceeds to Europe on furlough without re-joining his appointment, he shall be entitled to so much leave out of India as shall complete the term of absence during which he can retain his appointment,—say 20 months under the Rules of 1854, and 2 years under the Rules of 1868, and the whole period will be reckoned as furlough from date of taking leave in India

Milv Dept. No 1078, dated 23rd Mar 1869 Ditto ditto No 541, dated 22nd June 1869.

WARRANT AND NON-COMMISSIONED OFFICERS

439 The furlough Rules of 1868 for Military Officers, are applicable to all Warrant Officers holding Veteran or Honorary Commissions, the period

Secretary of State No 8, dated 13th January 1869 G O No. 207 of 1869.

of service qualifying for furlough being calculated from the date of attainment of the Commissions. These Officers receive during furlough half their total receipts without any reference to a minimum or maximum rate

G O No 207 of 1870. 440 Conductors and Sub-Conductors are only entitled to furlough on sick certificate The furlough will be for two years, and half of aggregate Indian allowances could be drawn during that period. Any leave on sick certificate not exceeding one year, granted in extension of two years' furlough or leave taken within less than three years from date of last return to duty, will be upon English Furlough pay only

Ditto ditto. 441 Warrant Officers appointed to act for those of a higher grade, who may be absent on furlough, receive half of the aggregate allowances of the absentees, and half of their own aggregate allowance

Ditto ditto 442 Permanent Conductors who have hitherto been in the receipt of the old staff salary of Rs 75 a month, shall continue to draw that amount.

N B —The above rules paras 476 to 479 are applicable to Warrant Officers, and those holding the honorary rank of Assistant Surgeons in the Subordinate Medical Department

G O. No 265 of 1870 443 Warrant Officers of all Departments, whether holding honorary Commissions or not when taking leave in India, come under the rules applicable to Commissioned Officers.

N B —The above rule is not applicable to Medical Subordinates in Civil employ, unless they resign their appointments —*Financial Department No* 2136, *dated* 31*st March* 1870.

444 Warrant Officers not holding Commissions, who have not completed eight years' service in India, may, like Military Officers, be allowed leave to Europe on *Medical certificate*, with retention of appointment, and allowance prescribed in Rule V of the Furlough Rules of 1868. G O No. 1136, dated 1870.

445 Warrant Officers of the Indian Army, who are compelled by sickness to take leave to Europe, are allowed passages to England and back to India, either in Troop Ships when available or in sailing vessels. If they are accompanied by their wives and families they are to make their own arrangement for the passage of the families—*G O. No* 23 *of* 1871. Secretary of State No 9, dated 16th January 1868. G O No 176 of 1868

446 Warrant Officers taking furlough to Europe on private affairs are required to lodge the full amount of their return passage money or to give approved security for the payment of the amount in the event of their being unable to make arrangements for their return themselves, in which case a Government return passage is provided Ditto ditto

447 Warrant and Non-Commissioned Officers, holding appointments as Clerks and on receipt of consolidated salaries, when proceeding on leave under circumstances entitling them to half staff salary, will draw in addition to furlough or other pay to which they may be entitled, half the difference between their consolidated salaries and the Indian warrant pay and allowances of their grade, as laid down in G O No. 69, dated 22nd January G O. No. 791 of 1868

1868, if they are Warrant Officers; or the Indian pay and allowances of their rank if they are Non-Commissioned Officers.

PART IV.

MILITARY OFFICERS.

SERVICE FUNDS, &c

448 The following sums are contributed by Military Officers on account of Service Funds:—

	Military Fund						Military Orphan Fund		
	Married			Unmarried					
Colonel ..	62	8	0	28	2	0	25	0	0
Lieut Colonel	45	0	0	20	4	0	20	0	0
Major . ..	35	9	0	15	12	0	15	0	0
Captain ..	20	0	0	9	0	0	10	0	0
Lieutenant . .	12	8	0	5	10	0	6	4	0
Cornet, 2nd Lieut and Ensign	10	0	0	4	8	0	5	0	0

For Children ... { Sons, 1 Rupee per mensem for each till they reach the age of 19. Daughters, 3 Rupees per mensem till marriage or death

Secy of State No 521, dated 23rd Dec. 1868 G O No. 188 of 1869.

449 English rates of subscription only are levied from Members of the Bengal Military Fund, when they proceed to Europe or elsewhere under the Furlough Regulations of 1868

N B—Subcriptions due from Officers to those Military Funds which have been transferred to Government, are deducted by Treasury Officers by whom their salaries

are paid when no note of such deduction is made in the bills, submitted by such Officers —*Financial Department No* 408, *dated* 13*th May* 1869

450 All Officers who have left or may leave the old Indian Army and become Officers of new or old Line Regiments, or of any other branch of Her Majesty's Military service, and all Officers of the Royal (late Indian) Artillery, or the Royal (late Indian) Engineers, have the option of discontinuing to subscribe to any of the funds at Indian rates if drawing Indian allowances, or at Europe rates if not drawing Indian allowances

G O No 899, dated 25th Oct. 1866.

451 Those Officers who may elect to remain subscribers, should make their own arrangements to pay their subscriptions at the proper time, and any neglect on their part to do so, will entail the forfeiture of all advantages accruing from the funds, as well as of all sums paid by them to the funds Those who have left or may leave the funds, will not be allowed to re-join them

Ditto ditto

Ditto ditto No 556, dated 28rd May 1867.

452 The provisions of G. O No 899 of October 1866, do not apply to Officers of the Staff Corps, who are required to continue to subscribe to the funds as heretofore.

Ditto ditto No 731 of 1867

453 Officers who under the provisions of G O. No 899 of October 1866 have left or may leave the old Indian service, are permitted to withdraw from the Orphan Fund only, and continue their subscriptions to the Widow's Fund Their past subscriptions to the Orphan Fund will be refunded from 1st October 1866, if they have applied to

Ditto ditto.

withdraw from such fund within the periods laid down in the G O abovementioned, or on their intimating, if they are in India on or before the 1st October 1867, or if out of India by the 1st January 1868, that they could not so apply, under the impression that such partial withdrawal was not allowable by the terms of the order

Finl Dept No 8093 dated 28th Nov 1865 Comptroller Genl's Circular No 72, dated 8th May 1867 G O No 251, dated 4th March 1867

454 European Commissioned Officers and Warrant Officers, whether in Civil or Military employ, are permitted to make family remittances to Europe to the following extent, applying for them to the Circle Pay Master, and depositing the money at the nearest Civil Treasury —

Major-General	£ 400	per annum.
Brigadier-General	„ 400	„
Colonel	„ 300	„
Lieut.-Colonel	„ 200	„
Major and Chaplain	„ 150	„
Captain, Surgeon and Jr Chaplain	„ 100	„
Lieutenant and Assistant Surgeon	„ 70	„
Cornet and Ensign	„ 50	„
Deputy Commissaries	„ 50	„
Assistant and Deputy Assistant do	„ 40	„
Conductor and Riding Master	„ 30	„
Sub-Conductor	„ 20	„

G O No. 5 of 1868

455 Officers who are entitled to make family remittances to England, can only make them in favor of their wives, children, parents, fathers and mothers-in-law, brothers and sisters, and brothers and sisters-in-law

BOOK VII.
PART I
MEDICAL OFFICERS

COVENANTED

Salaries.

456 Medical Officers draw pay and allowances as laid down in the following table of consolidated salaries prescribed for Officers of H M.'s Indian Medical Service — G O No 370 dated 4th April 1867 Finl Dept No 2294, dated 25th Apl 1867.

APPOINTMENTS	Presidencies	SALARIES				REMARKS
		Surgeon-Major	Surgeon.	Assistant Surgeon above 5 years	Assistant Surgeon under 5 years	
Administrative Staff		Rs	Rs	Rs	Rs	
Inspector-General	Bengal		2,700			
Do do	N W P					
Do do	Madras		2,500			
Do do	Bombay					
Deputy Inspector-General	All Preds		1,800			
Secretary to the Inspector-General	Bengal					
Ditto Statistical Officer to ditto		1,400	1,200	1,000	850	
Ditto ditto ditto	Madras					
	Bombay					
Statistical Officer to ditto	Bengal	1,250	1,050	850	700	Appointment of Secy to Sanitary Commr, Bengal, abolished under Finl Dept No 258, dated 16th June 1869
Secy to the Sanity Commr		1,400	1,200	1,000	850	
Ditto ditto ditto	Madras	1,450	1,050	850	700	
Ditto ditto ditto	Bombay					
Military Appointments						
Principal Medical Storekeeper, and Professor of Materia Medica in the Medical College	Bengal	1,400	1,200			
	Madras	1,250	1,050	850	700	
	Bombay					
Garrison Surgeon, Fort William	Bengal	1,200				
Garrison Surg, Allahabad		1,200	1,000			
Garrison Surgn at other stations	All Preds	1,050	850	650	500	
Garrison Asst Surgeon when in substantive charge				650	500	
Garrison Asst Surgeon when under a Surgeon				600	450	
Staff surgeon and Medical Store-keeper		1,200	1,000	800	650	
Medical charge of a Native Regiment		1,000	800	600	450	With Horse allowance in Cavalry Regiments of Rs 90 for a Surgeon-Major or Surgeon, and Rs 60 for an Asst Surgeon
Charge of a Stud Depôt or Remount Agency when a substantive charge		As Regimental charge				
Examiner of Medical Accounts		A Staff salary of Rs 400 with uncompensated pay of rank				

Appointments	Presidencies	Salaries: Surgeon-Major	Salaries: Surgeon	Salaries: Assistant Surgeon above 5 years	Salaries: Assistant Surgeon under 5 years	Remarks
Surgeon to the Commander-in-Chief in India, with Medical charge of Head-Quarters and Estb		Rs 1,000				
Civil Appointments						
Principal, Medical College, Professor of Medicine and 1st Physician, College Hospital	Bengal	Rs 1,800				The appointments of Presidency Surgeon in Calcutta to be abolished, their duties being performed by Medical Officers holding appointments at the Presidency with the exception of the Principal Medical Colleges and resident Medical Officers attached to Colleges and Hospitals
Principal, Medical College, Professor of Medicine, and Physician to General Hospital	Madras					
Principal, Grant Medical College Professor of Physiology and Physician, Jamsetjee Jeejeebhoy Hospital	Bombay	Rs 1,000				
Full Professorships in Medical Colleges with conjoint Presidency duties, viz —						
2nd Physician, College Hospital, Professor of Medical Jurisprudence, Surgeon to the Mint and Customs	Bengal	1,250	1,050	850	700	
Senior Surgeon, College Hospital and Professor of Surgery						
2nd Surgeon, College Hospital and Professor of Anatomy						
Ophthalmic Surgeon, Marine Surgeon, and Professor of Ophthalmic Surgery						
Obstetric Physician, Professor of Midwifery and Superintendent of Vaccination						
Chemical Examiner and Professor of Chemistry						
Surgeon of the General Hospital, and Professor of Surgery, Medical College	Madras					
Fort Surgeon, with Port and Marine duties, and Professor of Anatomy, Medical College						
Ophthalmic Surgeon, Professor of Opthalmic Surgery and Physiology						
Superintendent of Lying-in-Hospital, Professor of Midwifery, and Surgeon to the Penitentiary						

Appointments	Presidencies	Salaries				Remarks
		Surgeon-Major	Surgeon	Assistant Surgeon above 5 years	Assistant Surgeon under 5 years	
2nd Physician to Jamsetjee Jeejeebhoy Hospital and Professor of Medicine, Grant Medical College Professor of Ophthalmic Medicine and Surgery and of Comparative Anatomy, Grant Medical College Senior Surgeon, Jamsetjee Jeejeebhoy Hospital Professor of Surgery and Dental Surgery, Grant Medical College Chemical Analyser to Government and Professor of Chemistry Professor of Anatomy, Curator of Museum, and 2nd Surgeon, Jamsetjee Jeejeebhoy Hospital	Bombay	1,250	1,050	850	700	*Provided the aggregate salary of the officers holding such post as an extra charge, does not exceed that of a full Professorship with attached duties
Minor Professorships, viz Botany, Hygiene, Dental Surgery, Medical Jurisprudence, and Comparative Anatomy	All Presidencies	Rs 200 Staff Salary				
Resident Physician, College Hospital, and Professor of Pathology	Bengal			Rs 800		The Resident Surgeon, Medical College Hospital draws Rs 500, under Fin Dept. No 934 dated 9th June 1870, his office is tenable for two years
Resident Surgeon, College Hospital, and Professor of Physiology						
Surgeon of the General Hospital	Bengal Bombay	1,250	1,050			
Senior Assistant Surgeon, General Hospital, with attached duties	Bengal			Rs 900		
Junior ditto ditto	"					
Assistant Surgeon, General Hospital, in charge of out patients, and Professor of Pathology, Medical College	Madras			Rs 800		
Assistant Surgeon, General Hospital and Professor of Pathology, Medical College	Bombay					
Principal Lahore Medical School, and Professor of Surgery and Medicine	Bengal	1,400	1,200			
Professor of Chemistry and Botany, Lahore Medical School, and Chemical Examiner, Punjaub	"	1,250	1,050	850	700	
Chemical Examiner, N W P	"	1,050	850	650	500	

* The present incumbent Dr J Ewart draws Rs 400 besides as Professor of Physiology in the Calcutta Medical College

Appointments	Presidencies	Salaries				Remarks
		Surgeon-Major	Surgeon	Assistant Surgeon above 5 years	Assistant Surgeon under 5 years	
District Surgeons with attached duties, namely 1st District Inspector of Emigrants, Surgeon to Native Infirmary, Leper Hospital Idiot Asylum, and Black Town Dispensary 2nd District, Surgeon to Female Orphan and Lunatic Asylums, Gunpowder and Gun-carriage Factories, and Vipery Dispensary 3rd District, Surgeon to Male Orphan Asylum and Chintaradaet Dispensary 4th District, with charge of Triplican Dispensary	Madras	1,050	850	650	500	
Presidency Surgeons with Professorships and attached duties, viz						
Presidency Surgeon, and Professor of Medwifery 2nd Presidency Surgeon, and Marine Surgeon 3rd Presidency Surgeon, in Medical charge of the County Jail House of Correction and Byculla Schools	Bombay					
Medical Superintendent at Aden	Bombay	Rs 1,200				
Medical Superintendent at Port Blair	Madras					
Surgeon of the Lunatic Asylum	Bombay	1,050	850	650	500	
Surgeon to the Viceroy and Governor General	Bengal	Rs 1,200				
Surgeon to the Governor with Medical charge of the Body Guard	Madras	Rs 1,000				
Surgeon to the Governor with Medical charge of the Body Guard	Bombay					
Superintendents General of Vaccination	All Presidencies	1,250	1,050	850	700	
Superintendents of Vaccination		1,000	800	600	450	Fin1 Dept No 897, dated 11th Feb 1869

Appointments	Salaries				Remarks
	Surgeon-Major	Surgeon	Assistant Surgeon above 5 years	Assistant Surgeon under 5 years	
Medical* charge of 1st class Civil Stations	1,050	850	650	500	With an extra allowance for charge of Lunatic Asylums, Colleges or Administrative charge of Jails, as shewn below
Medical* charge of 2nd class Civil Stations	950	750	550	400	The charge for Dispensary is not admissible with the new rate of consolidated salary Financial Department No 944, dated 24th June 1867
Residency* Surgeons	1st or 2nd Class Civil Stations				
Superintendent or Principal of a Medical College or School, when a sole charge	1,250	1,050	80 0		Home Department, No 85-1409 dated 18th December 1867 Financial Department No 3276, dated 24th December 1867
When held as an additional charge, as at Agra and Nagpore	250				Ditto ditto
Superintendent of a Central Jail (including Medical as well as Administrative charge)					
If the Jail contains 1,000 prisoners and upwards	700 rising to 950 by annual increase Rs 50				Financial Department No 1871, dated 31st March 1871
If the Jail contains less than 1,000 prisoners	550 to 700 Do 50				
Superintendent of a District Jail always as an additional charge and including administrative Medical charge†					
1st class Jail, (mean daily avarage prisoners 500 or more)	150				
2nd class Jail (mean daily avarage prisoners 300 and not more than 499)	100				Home Dept No 1073, dated 29th June 1868
3rd class Jail (mean daily avarage prisoners 150 and not more than 299)	75				Jails have been classified —see Appendix
4th class Jail (mean daily avarage prisoners 150 and not less than 50)	50				
Superintendent of Thuggee Jail, and School of Industry					
1st class, Jubbulpore, if a sole charge	As a 2nd Class Civil Surgeon				Home Dept Nos 85—1409 dated 18th Dec 1867 Finl Dept No 3276, dated 24th Dec 1867
If an additional charge	200				
2nd class, Meerut and Lahore, an additional charge	100				No allowance given is given for charge of a Lock-up, which does not ordinarily contain more than 50 prisoners Home Department, dated 11th Aug 1868 Financial Dept No 1875, dated 17th Aug 1868
Superintendent of a Lock-up constructed to contain not less than 50 prisoners exclusive of prisoners under trial, as an additional charge	25				

* For classification of Civil Stations into 1st and 2nd class —see Appendix

† The allowance for administrative charge of a Jail is not payable during privilege leave, nor is it paid to any non-Medical Officer, say a Magistrate who might be in executive charge whether permanently or temporarily —*Finl Dept No 4, dated 19th April 1871*

Appointments	Salaries: Surgeon Major	Surgeon	Assistant Surgeon above 5 years	Assistant Surgeon under 5 years	Remarks
Lunatic Asylums other than those at Presidency Towns					
If a sole charge, and the number of Patients be less than 200		As a 2nd Class Civil Surgeon			
If held as an additional charge — If the Asylum is built for more than 100 Patients		250			House free Home Dept dated 18th Dec 1867
Ditto ditto — If the Asylum is built for less than 100 Patients		150			Ditto ditto
Superintendent of Botanical Garden at Calcutta	1250 /	1050 /	800 /	House free	With an additional allowance of Rs 200 as Professor of Botany in the Medical College Home Department No 2471, dated 16th June 1868 The Salary has been kept up to Rs 1 500, under Financial Department, No 934, dated 9th June 1870
At other places		As a 2nd Class Civil Surgeon		House free	Home Department, dated 18th December 1867
Charges (Medical) of Colleges, if above 75 Students		100			Ditto ditto
If under 75 Students		50			
Allowances for Additional Charges					
In cases where no portion of the staff salary of the absentee is available					
Medical charge of an extra Native Regt		100			
Medical charge of an extra wing of a Native Regiment, or of a detachment consisting numerically of not less than a wing —		75			
Medical charge of a civil station by a Regimental Medical Officer, or of a Regiment by a Civil Surgeon, in addition to his own duty —		100			
Allowance for Extra Charges					
Payable wholly to the Officer in actual performance of the duty					

Appointments	Salaries				Remarks
	Surgeon Major	Surgeon	Assistant Surgeon above 5 years	Assistant Surgeon under 5 years	
Medical charge of a Store Depôt		100			
Medical charge of a Stud Depôt		50			
Medical charge of Divisional Staff — At stations where there is no "Garrison Surgeon," or "Garrison Assist Surgeon" or "Staff Surgeon & Medical Store keeper" ..		100			
Medical charge of Brigade or Station Staff — At stations where there is no "Garrison Surgeon," or "Garrison Assist Surgeon" or "Staff Surgeon & Medical Store keeper" ..		80			
Medical charge of a Lock Hospital — 1st class		100			
Medical charge of a Lock Hospital — 2nd class .		50			

457. Medical Officers drawing the new rate of consolidated salaries, when stationed at the Presidency and not supplied with public quarters, draw house-rent as follows, provided the salaries of their substantive appointments, (or appointments when two or more are combined in one salary) exclusive of any *extra* allowance, do not exceed Rs 1,400 a month.— G O No 870, dated 4th April 1867 Finl. Dept. No 1033, dated 21st June 1867

Surgeon-Major	Rs	125	per mensem
Surgeon	„	100	„
Asst Surgeon of 6 years' standing .	„	75	„
Ditto ditto of 5 years' standing and under	„	40	„ .

458. The following table shows the *full batta* rate of pay of Medical Officers below the grade of Inspector and Deputy Inspector-General, whether belonging to the British or the local service, author G O No 507 of 1864 G O No 1060 of 1864

ızed in para 10 of the Secretary of State's despatch No 152, dated 16th May 1864, and the half batta or "unemployed" pay of rank —

Rank	Years' service	Relative Rank	Half Batta or Unemployed pay	Full Batta
			Rs As. P	Rs As P
Surgeon-Major .	25	Lieut Colonel	888 12 0	1,093 2 0
Ditto	20	Ditto	852 3 7	1,056 9 7
Surgeon	15	Major	677 6 11	825 11 5
Ditto ..	10	Ditto	640 14 6	789 8 0
Assistant Surgeon	10	Captain	410 9 5	451 14 5
Ditto	6	Ditto	392 5 2	433 10 2
Ditto	5	Lieutenant	304 14 2	335 12 2
Ditto	Under	Ditto	286 10 0	317 8 0

Finl Dept No 1728, dated 23rd Mar 1869

459 Medical Officers in Civil employ who were in the service on or before the 7th November 1864, have the option to draw the *full batta* pay of rank as shewn above or the consolidated salaries of their appointments, while those who entered the service after that date, have the option to draw either such consolidated salaries, or the "Unemployed" or *half batta* pay of their rank.

Mily Dept. No 588, date- 30th Aug 1866 Finl Dept No 2935, dated 29th Oct. 1866

460. Medical Officers undergoing instructions in the chemical analysis of water, draw their salaries in full, less any local allowance attached to their appointments. Whilst engaged on that duty they are considered as lent to the Military Department, and their salaries are debited to that Department.

461 An Assistant Surgeon in attendance on the Lord Bishop of Calcutta on episcopal visitations, draws, if appointed to the service after 7th November 1864, the consolidated salary admissible to an Officer of his standing whilst in charge of a Native Regiment, and if appointed before that date, either this consolidated salary or the full batta rate of pay authorized in para 10 of the Secretary of State's despatch, dated 16th May 1864, alluded to above

Finl Dept No 1384 dated 14th Mar 1867

462 Medical Officers in charge of Civil Stations who have elected the warant pay of their rank in lieu of the consolidated salaries fixed for them, are entitled to draw any extra allowances which are payable in addition to these consolidated salaries

Finl Dept No 1432, dated 23rd June 1870

463 A Medical Officer called upon to perform the duties of a Sub-Assistant Commissioner in the Non-Regulation Districts of Bengal, draws an extra allowance of Rupees 50 per mensem

Home Dept. No 1566, dated 10th Aug 1861.

464 Officers of the Indian Medical Service on first appointment draw Indian pay and allowances from date of arrival within the limits of the Presidency to which they are appointed, but whenever they are provided with passages on board H M 's Indian Troop Ships, they are entitled to Indian pay and allowances on landing at Bombay

Secy of State No 437, dated 8th Dec 1868. G O No 52 of 1869

465 If under any circumstance a Covenanted Medical Officer is appointed to the charge of a Civil Station, which under the classification is to be held by an Uncovenanted Officer, he draws the pay of an Officer attached to a 2nd class Civil Station

Mily Dept No 1149, dated 30th Mar 1867.

Finl Dept. No 2074, dated 19th July 1871

466 A Medical Officer temporarily withdrawn from his substantive duties for attendance on the Lieutenant-Governor's camp during a march on tour, may be allowed to draw the same pay and allowances that he was drawing at the time of his selection for that duty

MEDICAL OFFICERS, UNCOVENANTED

Finl Dept. No 2295, dated 25th Apl 1867

467 *Uncovenanted Medical Officers*—Uncovenanted Medical Officers other than Sub-Assistant Surgeons, when appointed to the permanent Medical charge of Civil Stations, draw consolidated salaries as follows, in full payment of all official, medical and sanitary duties, inclusive of those appertaining to Dispensaries, Police, &c —

	Per mensem
If below 5 years' service .. .	Rs 350
Above 5 and under 10 years of approved service	„ 450
Above 10 and under 15 years ditto	„ 550
Above 15 years of approved service	„ 700

Ditto ditto

468 When placed in Medical charge of a Lunatic Asylum, or a College, or in administrative charge of a Jail, they draw the regulated extra allowance admissible to a Covenanted Medical Officer for like charges.

Finl Dept. No 714, dated 10th Feb 1868
Ditto ditto No 2629, dated 28th Apl 1868

469. An Uncovenanted Medical Officer not holding any substantive appointment under Government, if appointed to the Medical charge of a Civil station in an officiating capacity, whether the permanent incumbent of such station be a Covenanted or Uncovenanted Officer, draws Rs. 350 per mensem. *Vide para.* 295

470 An Uncovenanted Medical Officer, if called upon to undertake the duties of a Sub-Assistant Commissioner in the Non-Regulation Provinces of Bengal, draws an extra allowance of Rs 50 a month

Home Dept No 1566, dated 16th Aug 1861
Finl Dept No 10342, dated 21st Aug 1861

471. An Uncovenanted Medical Officer is eligible for appointment at any station for which a Covenanted Officer is sanctioned, if the services of an Officer of the latter class be not available.

Finl Dept No 2295, dated 25th Apl. 1867

472 The service of an Uncovenanted Medical Officer towards the periodical increments of pay, under the new scale, reckons from the date of his entering upon the duties of his first appointment to the Medical charge of a Civil Station, provided he is not at the time a Sub-Assistant Surgeon, and if he is so, from the date on which he may cease to be a Sub-Assistant Surgeon

Ditto ditto No 2599 dated 17th Sept 1867

473. An Uncovenanted Medical Officer in Medical charge of a Civil Station, is allowed to count towards the periodical increase of pay, the time passed in Medical charge of a Government Steamer

Ditto ditto No 869, dated 15th Feb 1869

474 *Sub-Assistant Surgeons* —Sub-Assistant Surgeons are divided into three classes —

Home Dept No 15, dated 6th Jan 1849
Finl Dept No 2237, dated 5th Sept. 1865

1st Class above 14 years draw		Rs	200	a month
2nd „ above 7 and under 14		„	150	„
3rd „ under 7 years	..	„	100	„

475 A passed student of the Medical College, who submits a declaration that he will accept Government service, is admitted into the service

C G, dated 4th Jan 1854
Finl Dept, dated 14th July 1854

Finl Dept No 1026, dated 28th Feb 1855

as a Sub-Assistant Surgeon, 3rd Class, and he receives pay as a *Supernumerary at the disposal of the Inspector-General, Medical Department*, at Rs 50 per mensem, until posted to an appointment

Finl Dept, dated 28th Sept 1859

476 A Supernumerary Sub Assistant Surgeon at the disposal of the Inspector General, Medical Department, after graduating in the Medical College Hospital, as a Resident Surgeon or Physician for one year, draws Rs 100 per month, if reasonable cause is shewn for his detention at the College Hospital

Home Dept No 15, dated 6th Jan 1849
Finl Dept, dated 20th Feb 1850

477 On passing a successful examination for a higher grade, a Sub-Assistant Surgeon draws enhanced pay from the date following that on which he completes 7 or 14 years service, if he does not pass on a first examination, he draws, on passing, increased pay from the expiration of the period for which he may have been remanded

N B—The examination of Sub Assistant Surgeons for promotion to a higher grade takes place biennially (1st May and 1st November) and successful examinees are allowed to draw arrears of increased pay from the date on which they complete their term of service qualifying for promotion—*Home Department No* 2158, *dated the* 10*th May* 1869

Home Dept dated 18th Aug 1849
Finl Dept 21st Sept. 1849

478 A Sub-Assistant Surgeon is allowed full pay of rank while proceeding to pass septennial examinations—but this indulgence is granted only once for each grade of examination.

Ditto ditto No 611, dated 30th June 1868

479 A Sub-Assistant Surgeon promoted to the rank of an Uncovenanted Medical Officer, draws

pay as laid down in para 504, but his promotion does not involve loss of previous service towards leave or pension, such previous service however does not qualify for the periodical increments of his pay as an Uncovenanted Medical Officer.

480 A Sub-Assistant Surgeon employed in British Burmah (Financial Department No 1297, dated 13th March 1867) or in the Punjab (if not educated in the Punjab Medical School), draws an extra allowance of Rs 50 in addition to the pay of his grade

Forgn Dept, dated 2nd Jan. 1850

481 When placed in charge of a Charitable Dispensary, a Sub-Assistant Surgeon draws an extra allowance of Rs 20 a month, (but not if his only office is the charge of the Dispensary, *Financial Department No 2075, dated 18th March* 1859), nor if there is a Native Doctor also in charge.

Finl Dept dated 13th Sept 1853
Ditto ditto No 2876, dated 22nd May 1868.

482 When acting for each other, Sub-Assistant Surgeons draw the pay of their rank and receive no acting allowance

Home Dept, dated 18th Nov 1854
C G dated 4th January 1854

483 During the period which intervenes between a Sub-Assistant Surgeon's employment in one situation and his appointment to another, he draws the pay of his rank, unless his removal from his last appointment, be caused by any fault of his own.

Ditto ditto

484 A 3rd class Sub-Assistant Surgeon, if posted at Darjeeling, draws Rs. 150 a month while employed there

Finl Dept No 684, dated 8th June 1867

Ditto ditto No 1821 dated 9th Apl 1867 Ditto ditto No. 1919, dated 24th Nov 1866

485. Sub-Assistant Surgeons attached to the Calcutta Medical College as Assistants to the Surgeons and Physicians of the Hospital, draw an extra allowance of Rs. 50 a month for giving clinical instruction to the students of the Vernacular class

SUBORDINATE MEDICAL ESTABLISHMENT.

G O No 550 of 1868 Finl Dept. No 1798, dated 20th Mar 1869.

486 *Medical Subordinates*.—The Subordinate Medical Establishment is divided into two classes, *viz.* :—

1*st*—Apothecary Class.	For general employment with European Troops, Hospitals, Depôts, &c., including the Subordinate Medical Department in Bengal, the corresponding portion of the Medical Establishment in Madras, and the Warrant Medical Officers and Apprentices in Bombay
2*nd*—Hospital Assistant Class ...	For general duty with Native Troops and Native Civil Hospitals, including the present "Native Doctors" in Bengal, "Dressers" in Madras, and "Hospital Assistants" in Bombay.

Ditto ditto.

487. *Apothecary Class.*—The 1st or "*Apothecary Class*" consists of the following grades,* and all these grades, with the exception of Hospital Apprentices, hold rank as Warrant Officers, taking rank above Non-Commissioned Officers :—

* The grade of Honorary Assistant Surgeon forms no part of the regular Medical Establishment, but the rank is given to those who are deemed worthy of the distinction

		Monthly consolidated pay	
Senior Apothecaries		Rs	400
Apothecaries	1st Class (after 5 years' service as Apothecary)	„	200
	2nd Class (below 5 years' service as Apothecary)	„	150
Assistant Apothecaries	1st Class (after 5 years' service as Assistant Apothecary)	„	100
	2nd Class (below 5 years' service as Assistant Apothecary)	„	75
Passed Hospital Apprentices		„	50
Hospital Apprentices	1st year	„	16
	2nd year	„	20
	When in College, 1st year	„	20
	2nd year	„	25
	3rd year	„	30

One-fourth of these salaries is forfeited during absence, whether on general leave or on Medical certificate

N B—Passed Hospital Apprentices, when in subordinate Medical charge of a body of troops, have temporary Warrant rank as Assistant Apothecaries while so employed — Ditto ditto.

488 In addition to the ordinary rates of pay, a field allowance of Rs 30 per mensem is granted to all the Medical Warrant grades when marching or in the field, and a similar amount is given, as a staff or employed allowance to these grades when senior, with or in Subordinate Medical charge of the Hospital of a British Regiment or Detachment of British troops, or of a Battery of Artillery or a Depôt or Sanitarium, or when attached to a General Hospital or Medical Store Depôt.

G O No 931 of 1868

489 The staff or employed allowance of Rs 30 per mensem to Senior Medical Warrant grades is likewise admissible to them, when attached to, or in charge of, a separate Garrison, Hospital, Dispensary, Arsenal, or any large Military Survey, or other establishment to which a separate Dispensary for medicines is authorized.

G O No 550 of 1868

490 Honorary Assistant Surgeons and other Members of the "Apothecary" class, when employed in permanent Medical charge of Civil Stations, draw pay as laid down for Uncovenanted Medical Officers in para. 504, service qualifying for the periodical increments of pay, counting from the date of entry on the pay of such appointment.

Finl Dept No 1732, dated 19th Aug 1868

491 Time passed in permanent Medical charge of a Regiment, by an Apothecary or Assistant Apothecary, counts as service towards the periodical increments of pay as an Uncovenanted Medical Officer, if such Apothecary be afterwards appointed to the permanent charge of a Civil Station.

Mily Dept No 1203, dated 25th June 1872

492. A Subordinate Medical Officer of the Warrant Grade, whether employed in the Civil or Military Department, acting for another of a higher grade absent on furlough, receives half of the aggregate allowances of the absentee and half of his own allowances

Ditto ditto No 3798, dated 30th Sept 1870

493 Apothecaries and Assistant Apothecaries in Medical charge of Civil Stations on the consolidated pay authorized for Uncovenanted

Medical Officers, are not entitled, in addition, to "head-money" or any allowance for *palanqueen* or as Secretary to a Charitable Dispensary.

494. When on regimental or corresponding duty, such as is indicated in paragraphs 526 & 527 or when marching with camp equipage, all Subordinates of the Apothecary class are supplied with free quarters. Hospital Apprentices, also, receive a ration allowance of Rs. 10 per mensem, when not dieted in the hospital to which they are attached, or in the Medical College, and are further provided with the necessary barrack furniture, the usual allowance of bedding, and three suits of uniform clothing annually,—one for cold weather, and two for summer wear, free of cost.

G. O. No. 550 of 1868. Mily. Dept. No. 1295, dated 31st Dec. 1868.

495. Medical Subordinates employed in British Burmah, are allowed an extra allowance of 50 per cent. on the revised scale of pay, in lieu of any field batta or compensation for dearness of provision.

Finl. Dept. No. 89. dated 25th Apl. 1871.

N. B.—This rule is applicable to Medical Subordinate employed in the Andamans or the Nicobars. —*Financial Department No.* 737, *dated 9th February* 1871.

496. Subordinates of the "Apothecary Class" when not supplied with free quarters, draw house-rent as follows, from the Public Works Department provided they do not draw Civil consolidated salaries. House-rent and camp equipage together are not allowed :—

Mily. Dept. No. 1295, dated 31st Dec. 1868. Finl. Dept. No. 110, dated 29th Apl. 1870.

do ditto.

		Per mensem.		
Honorary Asst Surgeon and Senior Apothecary	Rs	50	0	
Apothecary	„	30	0	
Assistant ditto	„	20	0	
Passed Apprentices	„	12	0	
Apprentices	„	7	8	

N. B —When supplied with inferior quarters, they draw the difference between the assessed value of such quarter and the rates given above.—*Military Department No.* 321, *dated* 11*th March* 1871

G O No 845 of 1870.

497 (*a*) When free quarters are not provided for Native Medical Subordinates, Hospital Assistants are entitled to receive hutting allowance of Jemadars and Native Medical Pupils, that of Havildars under the conditions which regulate the grant of hutting allowance to the Native Army. The scale of hutting allowance is as follows :—

		Full	Half	
Subadar	Rs.	45	22	8 0
Jemadar	„	22	11	8 0
Havildar } Naick }	„	15	7	8 0
Private 1st Class follower } 2nd Do do }	„	8	4	0 0

G O No 73 of 1872.

G O 550 of 1868
G O 436 of 1870

498 The furlough pay, retiring and wound pensions of the several grades, are as follows .—

Grades.	Annual Furlough Pay and Retiring Pension	Monthly Invalid Pension.	Annual Wound Pension.
	£	Rs	£
Honorary Assistant Surgeon	150	175	70
Senior Apothecary .. .	100	150	50
1st class ditto	80	100	35
2nd class ditto .. .	60	85	35
Assistant Apothecary . .	40	40	25

Hospital Assistant Class.

499. The 2nd or "*Hospital Assistant*" class consists of three grades, and Medical Pupils, drawing consolidated monthly pay as follows — G O. 550 of 1868

Grades	For those qualified in the English language	For those not qualified in the English language
	Rs.	Rs.
1st class Hospital Assistants above 14 years' service	60	40
2nd class Hospital Assistants above 7 years' service	40	30
3rd class Hospital Assistants under 7 years' service	25	20
Native Medical Pupils, 1st year	7	5
Native Medical Pupils, 2nd year	8	6
Native Medical Pupils in College or Medical School, 1st year	9	7
Native Medical Pupils in ditto, 2nd year	10	8
Passed Medical Pupils	16	12

N B—The foregoing allowance to Medical Pupils includes ration-money

500 Hospital Assistants of the 1st class draw as field batta Rs 10, and the others Rs. 5 per mensem, when marching in the field, or on foreign service. When on general or sick leave, they forfeit one-fourth of their salaries. They hold rank below all Native Commissioned, and above all Native Non-Commissioned Officers. Ditto ditto.

N B—Native Medical Pupils, when called upon to march or to proceed on foreign service, receive batta at Rs 2 per mensem—*Military Department No.* 219, *dated* 13*th August* 1869

501 All Hospital Assistants and Native Medical Pupils are, subject to the exigencies of the service, required to remain for a given period at Ditto ditto

one of the Medical Colleges of their respective Presidencies, and to attend a regular course of lectures, also to pass a standard examination in such College, before they can obtain promotion to the grade of Assistant Apothecary or Hospital Assistant respectively, and a preliminary examination prior to entrance into the service Hospital Apprentices, after this preliminary examination, join a European Regimental Hospital, and Native Medical Pupils a Native Regimental Hospital or Civil Dispensary, after two years employment in these capacities, (or for shorter a period not less than one year in the case of Native Medical Pupils) both classes join the Medical College, where Hospital Apprentices are required to serve three and Medical Pupils two years or three years as the case may be

G O No. 550 of 1868.

502 After passing the requisite examination, Hospital Apprentices receive the designation and pay of "Passed Hospital Apprentices," and revert to regimental employ, or join general or station Hospitals, until promoted to the grade of Assistant Apothecary, and Native Medical Pupils receive the designation and pay of "Passed Medical Pupils, until promoted to the grade of 3rd class Hospital Assistants

Finl Dept. No 3124 dated 31st Aug 1870

503 Assistant Apothecaries and Hospital Assistants, who may be allowed to attend a Medical College for the purpose of qualifying themselves for the grade of Sub-Assistant Surgeons, draw their grade pay for a period of two years while at College, and on appointment to that grade, they are struck off the establishment of the

Hospital class, and enrolled as Sub-Assistant Surgeons under the usual conditions

504 The pay and allowances, and other sanctioned expenses of students in training in the Medical Colleges, are debited as follows — Finl. Dept No 2519, dated 28th Apl 1870.

1*st*—Of Hospital Apprentices	To the Military Dept
2*nd*—Of a Native Medical Pupil	To the Civil or Military Department, as the Pupil may have served his first two years of probation in a Civil Dispensary or Military Hospital.
3*rd*,—Of Assistant Apothecaries in training for Sub-Assistant Surgeons	To the Military Dept.
4*th*,—Of Hospital Assistants in training ditto	To the Civil Dept.—*Finl Dept No* 3124, *dated* 31*st Aug* 1870

505. *Native Doctors*—Native Doctors of the 1st, 2nd and 3rd classes, have been transferred to the grade of Hospital Assistants, under the following orders issued by the Military Dept — G O No 968 of 1870 Finl Dept. No 4201, dated 22nd Oct 1870.

1*st*—All Native Doctors who have served 14 years and have maintained their professional knowledge, are transferred to the grade of 1st class Hospital Assistants, those who have served 7 years and have maintained their professional knowledge, are graded in the 2nd class, and those who have served less than 7 years, as well as those who, though of greater length of service, are not entitled to promotion by reason of their having failed to keep up their professional knowledge, or from any other cause have not presented themselves for examination, are graded in the 3rd class

2nd—Native Doctors (Hospital Assistants,) above 7 and 14 years' service who have not maintained their professional knowledge, or who have not had the opportunity of presenting themselves for examination, will, on passing the required examination, be promoted according to their length of service, and be allowed the difference of pay between the old and new scale with retrospective effect from the 27th May 1868, provided they pass within 3 months from date of receipt of G O No 968 of 1870

3rd—The professional examination of Hospital Assistants after 7 and 14 years' service, will be conducted in accordance with the provisions of G O No 399 of 1854, the examination being held half-yearly on the 15th April and 15th October of each year The higher rates of pay will be admitted after passing the examination from the date of completing the prescribed period of service, provided they present themselves at the examination to be held next after completing their period of service, otherwise, their increased pay will commence from the date of passing the examination

Finl Dept No. 2005, dated 13th July 1871

506 All Native Doctors, on being graded as Hospital Assistants, draw the lower scale of pay laid down in G. O No 550 of 5th June 1868 for the class in which they are placed until they qualify themselves in English according to the text laid down in G. O No 945 of 7th October 1868, except those who, on or before 27th May 1868, were drawing higher salaries Locally entertained Native Doctors draw the old rate of pay as before if not graded yet

Ditto ditto No 1000 dated 6th June 1871

507 Hospital Assistants, on coming for the Military to the Civil Department and *vice versa*, draw pay during transit in the Military Department

Milv Dept No 206, dated 8th June 1870 Secy Inspr Genl of Hospitals No 1506, dated 11th Nov 1870

Native Doctors of the Bengalee Class, &c

508 Bengalee class, and locally entertained Native Doctors, are ineligible for admission to the "Hospital Assistant class"

509. Native Doctors of the Bengalee class receive pay on first appointment to the service at Rs. 20 per mensem, and Rs 25 after 7 years' service * — Bengal Govt No 1311, dated 8th June 1854

510 Locally entertained Native Doctors, or those not educated at the Medical College, receive pay of Rs. 15 on admission to the service, and Rs. 20 after 7 years' service. — Fml Dept No 2942, dated 12th May 1868

511. A Native Doctor in temporary charge of a Civil Station, during the absence of the Civil Surgeon on duty in the interior of his district, or on leave, draws an extra allowance of Rs 10 a month. — Fml Dept No. 7027, dated 9th Aug 1860

512 He also draws, when in charge of a Civil Station, a Palkee allowance of Rs. 25 a month, notwithstanding such allowance is no longer drawn by the Civil Surgeon of the station, but the allowance is not given if he has benifited by the enhanced pay sanctioned in G O No. 550 of 1868 — *Home Department No.* 3798, *dated* 30*th September* 1870 — Ditto ditto No. 359, dated 5th May 1869 Ditto ditto No 1530, dated 29th June 1869

513 A Native Doctor attached to a Charitable Dispensary performing in addition the duties of a Jail, &c, draws an extra allowance of Rs. 10 a month — Ditto ditto No 6317, dated 13th May 1869.

514 A Native Doctor in charge of a Charitable Dispensary, who is also required to undertake the Medical charge of a Sub-division, draws an ex- — Ditto ditto No. 501, dated 21st Jan 1869.

* Their pensions are regulated under the Uncovenanted Service Pension Rules.

tra allowance of Rs 10 a month If the services of the Native Doctor be required in addition to those of a Sub-Assistant Surgeon, similarly circumstanced, the additional allowance of the 2nd officer in charge of the Dispensary is withheld.

PART II

MEDICAL OFFICERS,

COVENANTED

Travelling Allowances

Finl Dept No 626G, dated 30th Sept 1862

515. Covenanted Medical Officers on *first* appointment to the Civil Department draw travelling allowance like Military Officers in Civil employ, *viz*, 8 annas a mile by dâk and 3 annas by rail, but if transferred a *second* time from the Military to the Civil Department, they receive no travelling allowance for joining their appointments

Ditto ditto No 862, dated 14th Jan 1862

516 Covenanted Medical Officers draw travelling allowance, when transferred from one Civil appointment to another, provided the transfer is not on substantive promotion or at their own request; also when transferred from the Military to the Civil Department to join an acting appointment

Ditto ditto No 1467, dated 23rd July 1866.

517. If entitled to travelling allowance under the rules, Medical Officers, when proceeding by sea, are entitled to a 1st class passage for themselves and a free passage for servants, under the rules and conditions laid down for Covenanted Civil Servant under similar circumstances —(See paras. 126 to 129)

518 Medical Officers in charge of Civil Stations, when required to visit public Officers or Establishments professionally in the interior of their districts, or beyond 5 miles from their stations, draw 8 annas a mile and Rs 5 a day

Bengl Govt No 1163, dated 13th May 1852 Home Department No 1993, dated 26th April 1872.

519. Medical Officers leaving their stations to attend upon the *families* of public Officers are not entitled to travelling allowance from Government.

Finl Dept dated 28th Jan 1860

520 When visiting Dispensaries, they draw 8 annas a mile and Rs 5 a day

Finl Dept No 850, dated 11th Feb 1864 Bengal Govt No 8830, dated 6th Aug 1868.

N B—Medical Officers in the Central Provinces draw 8 annas a mile for visiting, once every six months, Branch Dispensaries, if those Dispensaries are situated at a distance of upwards of 10 miles from Sudder Station.—*Financial Department No* 850, *dated* 11*th February* 1864

521 Medical Officers in charge of Civil Stations draw 8 annas a mile and Rs 5 a day when visiting out-stations four times in the year—40 miles on such occasions being considered a day's journey.

Govt of Bengal No 960, dated 13th May 1852 Ditto ditto No 723, dated 25th March 1854 N W P Govt, dated 4th Nov 1844

N B—The claim to travelling allowance for visiting an out-station is not invalidated by the circumstance that the out-station is not more than 40 miles from Head-Quarters—*Financial Department No* 27, *dated* 16*th May* 1868

522 Extra visits to out-stations, made oftener than four times in the year, require the sanction of Government

Medl Board No 1158, dated 7th Dec 1854

523 Medical Officersin charge of Civil Stations, who are entitled to a mileage of 8 annas and a deputation allowance of Rs 5 per diem for visit-

Finl Dept No 1298, dated 27th Feb 1860

ing out-stations and Dispensaries, should draw the daily rate during their stay at the out-stations, and not from date of absence from Head-Quarters

Bengl Govt, dated 10th Nov 1835

524. When deputed into the interior of districts to report on epidemics, Medical Officers draw the usual travelling allowance

Bengal Govt No 1027, dated 16th Mar 1856

525. Medical Officers when proceeding to give evidence in a Court of Justice, draw 8 annas a mile and Rs. 5 a day

Finl Dept No 2988, dated 15th Oct 1868
Finl Dept No 1519, dated 28th June 1871

526 They also draw the usual travelling allowance when they proceed into the interior of their districts for the purpose of superintending vaccine operations. But not unless they proceed beyond 5 miles.

Ditto ditto, dated 16th Feb 1865 No 875

527. Medical Officers in charge of Civil Stations in British Burmah draw travelling allowance as in Bengal, at 8 annas a mile and Rs. 5 per diem, while those in the Punjab (*Finl. Dept dated 23rd August 1865*) and the Strait's Settlements (*Finl. Dept, dated 20th January 1860*) draw 8 annas a mile when out on day beyond 5 miles from Head Quarters

Finl Dept No 778, dated 29th May 1871

528 A Medical Superintendent of a Central Jail may be allowed at the descretion of the Local Government Rs 50 a month as conveyance allowance, if he has also to superintend a District Jail at a distance from his other charge This allowance may be drawn by a Non Medical Superintendent provided the whole charge does not exceed what is admissible to a Medical Superintendent.—*Finl Department No. 2769, dated 14th August 1871.*

529 The Surgeon of the Central India Agency, when travelling with the Agent, draws Rs. 5 per diem or 8 annas a mile. Finl Dept, dated 11th Jan 1865

530 The Surgeon of the Political Agency at Turkish Arabia draws travelling allowance at 8 annas a mile or Rs. 5 per diem

531 The Surgeon of the Rajpootana Agency draws Rs 5 a day while travelling. Finl Dept, dated 28th Jan 1859

532 The Inspector-General of Jails in Bengal draws, when travelling on duty, 8 annas a mile by dâk, 3 annas by rail, and Rs. 4 per diem during halts, provided no more than Rs 50 are drawn for a continuous halt at one place. Finl Dept No 2607, dated 26th Jan 1857.

533. The Inspector-General of Prisons in the North West Provinces draws a fixed travelling allowance of Rs 250 a month Court of Directors' Desp, dated 10th Mar 1852

534 The Inspectors-General of Prisons in the Punjab and the Central Provinces and Berars, draw 12 annas and one rupee a mile respectively Forgn Dept dated 4th Mar 1861 Finl Dept, dated 12th Mar. 1863

535 The Inspector-General of Prisons in British Burmah who is also Sanitary Commissioner, is allowed one rupee a mile for inland travelling whether by land or boat, actual expenses when travelling by sea or river steamers, and halting allowance of Rs 10 a day for the first week, and half that rate for the second week. Finl Dept No 2519 dated 26th Sept 1865

536 The Sanitary Commissioner in Oudh, who combines the duties of the Inspector-General of Prisons, draws travelling allowance like the Inspector-General of Jails in Bengal. Ditto ditto, dated 30th Mar 1862 Finl Dept No 3416, dated 5th Nov 1868.

Home Dept Nos.128 to 140, dated 10th Sep 1868
Fml Dept No 3416, dated 5th Nov 1868

537. A Sanitary Commissioner of a Province draws travelling allowance like the Inspector-General of Prisons of that Province.

Fml Dept No 1080, dated 8th June 1869

538 The Sanitary Commissioner with the Government of India, and the Statistical Officer attached to his office, draw when travelling on duty 12 annas a mile by dâk, 3 annas by rail, and a halting allowance of Rs 5 per diem, which is restricted to 15 consecutive days at one place.

Ditto ditto No 3846, dated 18th Sept 1870

539 The Sanitary Commissioner with the Government of India and his establishment are considered as attached to the Government of India, Home Department, and their travelling allowances, when proceeding with the Governor-General from Calcutta to Simla and *vice versa*, are regulated under the rules prescribed for Officers immediately attached to the Government of India.

Fml Dept No 719, dated 22nd Feb 1867

540 The Superintendent of Vaccination at Darjeeling draws Rs 5 per diem while on duty and absent from Head Quarter, and the Superintendent of the Ranchee Circle draws at Rs 150 per mensem for six months during the year.—*Financial Department No dated 24th September* 1867)

Ditto ditto No 2772, dated 10th Oct 1866

541 The Superintendent of Vaccination in the Punjab, draws travelling allowance at 8 annas a mile by dâk and 3 annas by rail, and a daily allowance of Rs 5 when a standing camp is kept up

Ditto ditto No 1558, dated 7th Aug 1868.
Ditto ditto No 1209, dated 19th Feb 1869

542 The Superintendent of Vaccination of the Metropolitan Circle, Bengal, draws travelling allowance at Rs 5 per diem.

543. The Inspector-General of Fisheries draws a travelling allowance of Rs 5 a day, and in addition a free passage is provided when proceeding by sea

Final Dept No 2434, dated 4th Aug 1871

UNCOVENANTED MEDICAL OFFICERS.

544. *Uncovenanted Medical Officers*.—Uncovenanted Medical Officers, in charge of Civil Stations, draw travelling allowance at the same rate and conditions as Covenanted Medical Officers in Civil employ

Ditto ditto No 2299, dated 25th April 1867

545. *Sub-Assistant Surgeons*.—Sub-Assistant Surgeons, for joining first appointments, are allowed travelling allowance at Rs 60 a month, calculated at the rate of 15 miles a day. Sundays and preparatory time being excluded.

Govt of India No 304, dated 31st Mar. 1841
Final Dept., dated 14th July 1854.
Ditto ditto dated 28th Feb. 1855

546. When attending upon public Officers or establishments in districts or out-stations, they draw 4 annas a mile and 3-10ths of their salaries.

Final Dept., dated 28th Feb. 1855

547. When transferred from one appointment to another, they draw at the rate of 4 annas a mile by dâk and 1½ anna by rail, provided they are not transferred on promotion, or at their own request.

Ditto ditto, dated 16th Oct. 1858.

548 Sub-Assistant Surgeons in temporary charge of Civil Stations, are entitled to draw travelling allowance at 8 annas a mile when proceeding in the interior on vaccine duty.

Bengal Govt. No 1238, dated 7th Mar 1868.

549. Sub-Assistant Surgeons, when superintending vaccine operations in the Southal Pergun-

Bengal Govt. No 4992, dated 5th Dec. 1867.

Finl Dept No 2016, dated 15th Apl 1868

nahs in Bengal, draw travelling allowance at 6 annas a mile.

Finl Dept, dated 16th Nov. 1863.

550. Sub-Assistant Surgeons, employed in vaccine duty at Darjeeling, draw travelling allowance at one-third of their pay during the season of vaccination, or when they are employed in the district.

Finl Dept. No 1538, dated 26th Mr. 1866

551. Sub-Assistant Surgeons, employed in the Vaccine Department at Calcutta, and under the designation of Superintendents of Vaccination, draw travelling allowance for six months at Rs 30 per mensem and Rs 20 house allowance They draw in addition 3 annas a mile if they proceed beyond 3 miles from Government House.

Ditto ditto.

552. Sub-Assistant Surgeons, employed in the Metropolitan Circle, as Deputy Superintendents of Vaccination, draw a fixed travelling allowance of Rs 150 a month

Ditto ditto No 1434, dated 6th Mar 1868

553 A Sub-Assistant Surgeon, if called upon to afford Medical aid to the Pupils of a Normal School in Bengal, draws Rs. 20 a month as conveyance allowance.

Prpl Inspr Genl Medical Dept, dated 7th March 1854

554 Sub-Assistant Surgeons proceeding to pass their septennial examination, are not entitled to any travelling allowance.

Finl Dept. No 3244, dated 14th Sept 1869.

555. *Hospital Assistants*—Native Doctors, or *Hospital Assistants* as they are now called, when transferred from one station to another, are allowed actual fares by rail or steamer, and 2 annas a mile by road.

556. Whenever a Member of the Subordinate Medical Department including Hospital Assistants, Hospital Apprentices and Native Medical Pupils, proceeds to any station for undergoing examination for promotion to a higher grade, he should be considered to be on duty entitling him to a free passage to and fro if the examination be successfully passed If he fails to pass he should defray the expenses of a passage back to his station. When obliged to march in the absence of any other mode of conveyance, he is entitled to the field allowance and batta prescribed in G G. O No 550 of 1868 —*G O. No.* 293, *dated* 28*th March* 1871, *Financial Department No.* 1561, *dated* 28*th February* 1872.

557 Local Governments are competent to authorize any rates of travelling allowance to Hospital Assistants when deputed in the interior of districts or when ordered to proceed by Dak, not exceeding the rates authorized for ministerial officers of corresponding rank or pay in the Civil Department. The old rates of travelling allowances with the modification ordered in Financial Resolution, dated 14th September 1869, are however applicable to Hospital Assistants in Civil Employ under the Government of India, except those employed in the Geological Survey of India

Fin! Dept. No 522, dated 25th May 1871

558. When called upon to afford Medical aid to the Pupils of a Normal School, Native Doctors draw a conveyance allowance of Rs 10 a month, one mile and half to, and half a mile from, the School being considered the minimum distance to be travelled to be entitled to the allowance.

Finl Dept No. 1304, dated 31st July 1868. Bengal Govt. No 4981, dated 20th Oct 1868.

Bengal Govt., dated 17th Feb 1854
Ditto ditto No 1617, dated 4th April 1867

559 When required to travel by dâk, or when employed in the interior of districts, they draw 4 annas a mile, and 3-10ths of their salaries during halts.

N W P Govt., dated 18th Aug. 1847.

560 In the North-Western Provinces, when visiting outlying gangs of convicts or Custom's establishment at a distance from their stations, they draw 2 annas a mile.

Home Dept No 1993, dated 26th Apl 1872.

561 A Medical Subordinate attending upon an Uncovenanted Officer at his private residence situated beyond 2 miles from the official residence of the Medical Officer, should have his conveyance charges paid for by the officer requiring medical aid.

Finl Dept No 3193, dated 20th Nov 1866

562 Native Doctors or Hospital Assistants, when attached to survey parties of the Geological Survey of India, draw in lieu of "field batta" 4-10ths of their ordinary pay if above 7 years service, and Rs 12 a month if under 7 years service and qualified in English, and Rs 10 if not so qualified They also draw Rs 5 a month in consideration of their heavy duties, provided no compensation is given for dearness of rations

Ditto ditto.

563 Native Medical Pupils receive a free-passage or travelling allowance at the usual rates admissible to their class, on proceeding to and from the Medical College, as well as joining their appointments—*Military Department No* 633, *dated* 25*th June* 1869, *Financial Department No.* 1802, *dated* 8*th July* 1869. (When a free-passage cannot be provided for, their actual ex-

penses, within reasonablelimits, may be allowed — *Financial Department No.* 5220, *dated* 25*th May* 1871

564 *Vaccinators*—Vaccinators employed in the Calcutta Circle draw travelling allowance for six months at Rs. 3 per mensem, Head Vaccinators employed in the Metropolitan Circle draw Rs 4 8 a month throughout the year, and other Vaccinators at Rs 3 a month. Finl Dept No 13558, dated 7th Aug 1868.

265 Vaccinators not belonging to any Vaccination Circle when deputed into the interior of districts, on the outbreak of small-pox, get an extra allowance of Rs. 10 a month in lieu of travelling allowance. Finl Dept. No. 505, dated 19thJany. 1872.

BOOK VII.

PART III

MEDICAL OFFICERS.

COVENANTED

Leave of Absence.

Finl. Dept. No 355, dated 14th Sep. 1871 Ditto ditto No. 3418, dated 15th May 1872.

566. A Commissioned Medical Officer of the Army holding a Civil appointment or a Civil Medical appointment, obtains leave of absence under the rules applicable to Military Officers in Civil employ.

Milv. Dept. No. 809, dated 23rd Nov 1869

567. Covenanted Medical Officers holding Medical charges or purely professional appointments, are treated, as regards leave of absence, like Medical officers in Civil employ, whether such charges or appointments are under the control of Civil or Military authorities.

Home Dept. No 2665, dated 9th June 1869 G O No 660 of 1869.

568. A Covenanted Medical Officer in charge of a Civil Station, proceeding on furlough under the new rules, retains a lien on some similar appointment, *i. e*, the charge of a Civil Station of the same class or some other Civil charge of equal emoluments—he has no claim to return to the same station.

G. O No 950 of 1870

569. Covenanted Medical Officers holding regimental Medical charges, are allowed to retain such charges during the authorized periods of leave under the Furlough rules of 1854 and 1868.

570. "Staff Salary," in the case of a Covenanted Medical Officer, means the difference between his unemployed pay of rank and the consolidated salary of the appointment he holds. G O No. 956 of 1870.

571 In cases in which the furlough allowance of a Covenanted Medical Officer in Civil employ, calculated according to Rule V. of the Military Furlough Rules of 1868, falls short of half of his "unemployed pay" of rank, the difference is added to his furlough allowance. Finl Dept. No 1226, dated 27th June 1869.

N B—"*Unemployed pay*" alluded to above means in the case of an Officer appointed to the service before 7th November 1864, the "*full batta pay*" prescribed in the 10th para of G O No 507, dated 20th June 1864 —*Finl Dept. No* 1896, *dated* 17*th June* 1870

572. A Medical Officer in Civil employ, holding any of the appointments mentioned in G. O. No 370, dated 4th April 1867 taking leave in India under the old rules, receives his absentee allowance according to para 9 of that order, and not the G O. No. 953, dated 26th November 1864, *i e*, he draws during private affairs leave, and for the first six months of absence on Medical certificate, half the difference between his consolidated salary and the unemployed pay of his rank, and after six months, the furlough pay of his rank. Finl. Dept. No 402, dated 17th Jan. 1870

573 An Inspector General or a Deputy Inspector General who proceeds on furlough within three years of last return to duty and who consequently vacates his appointment, receives during such leave English furlough pay of his rank. G G O No. 815 of 1871

Secy of State No 152, dated 16th May 1864

574 The furlough pay of Covenanted Medical Officers below the rank of Inspectors or Deputy Inspectors General, is as follows —

INDIAN MEDICAL SERVICE

Per diem

RANK	After 25 years' service	After 20 years' service	After 15 years' service	After 12 years' service	After 10 years' service	After 5 years' service	Under 5 years' service
	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d
Surgeon-Major	1 5 0	1 2 0				.	...
Surgeon			0 18 0	0 15 0	.		...
Asst Surgeon	.			.	0 13 0	0 11 0	0 10 0

BRITISH MEDICAL SERVICE

Per diem.

G O. No 938 of 1871.

RANK.		After 35 years' service	After 30 years' service	After 25 years' service	After 15 years' service	After 10 years' service	After 5 years' service
	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d
Director General	Special		.			.	..
Inspector ditto	2 0 0	2 10 0	2 7 0	2 5 0			.
Deputy ditto	1 10 0	1 17 0	1 15 0	1 12 0		..	
Surgeon Major	1 4 0			1 7 0		..	
Surgeon .	0 17 6				0 20 0	.	.
Asst Surgeon (on appointment)	0 10 0			.	0 17 6	0 15 0	0 12 6

Finl Dept No 1212, dated 29th Feb 1868
Ditto ditto, No 1556, dated 30th June 1869

575. Extra allowances granted to Medical Officers for Medical charge of Colleges and Lunatic Asylums, (or for Administrative charge of Jails, F. D. No. 5, 19th April 1871) are forfeited by such

Officers when absent on leave of any description, and cannot be drawn even if available, *i. e*, when not drawn by the acting incumbents.

576. Medical Officers of the Indian forces of six years' service and above, who were authorized in the Secretary of State's Despatch No 285, dated 6th July 1861, to receive passage-money when proceeding home on Medical leave, are not entitled to the same since the 15th June 1864. Secy of State No 195, dated 8th June 1865 G O No. 710 of 1865

SUBORDINATE MEDICAL OFFICERS, &C.

577. Officers of the Subordinate Medical Department of the warrant grade, or holding the honorary rank of Assistant Surgeon, are allowed leave of absence under the Military Furlough Rules of 1868 They receive during furlough, half their total receipts without reference to a minimum or maximum rate G G O No. 207 of 1869.

578. Subordinate Medical Officers of the Apothecary class who hold the rank of Warrant Officer, get privilege leave like Warrant Officers, provided no extra expense is incurred, but those who do not hold such rank, *viz*, *Hospital Assistants*, are not entitled to privilege leave, but are allowed leave in the same manner as Non-Commissioned Officers of Native Infantry. Fin! Dept. No 3081, dated 22nd Dec 1871.

579 Medical Pupils qualifying themselves for the Public Service are not allowed any portion of their pay during absence on leave other than casual leave. Mily Dept. No 1187, dated 26th January 1870.

BOOK VII.
PART IV.

Service Funds.

580 The subscriptions of Covenanted Medical Officers to Service Funds are the same as those contributed by Military Officers of corresponding rank.

581. Subscriptions to the Medical Retiring Fund are as follows —

Surgeons (rank with Captains) ...		...	59	11 8
Assistant Surgeons of 10, and above 10 years' standing ..	rank with Lieuts	.	36	10 0
Ditto under ditto, and above 2 years		...	34	2 1
Ditto under 2 years, and above 6 months		.	21	5 4
Ditto under 6 months .		..	12	12 9

Secretary of State No 840, dated 7th Nov 1864 G O No 1060 of 1864

582. Medical Officers appointed after 14th December 1864, are not permitted to subscribe to the Military or Medical Retiring Fund.

Secretary of State's Despatch, dated 16th May 1864 Mily Dept No. 697, dated 29th Oct. 1861

583 The following table shows the rates of subscription of Medical Officers, under the new Warrant, to the Orphan Fund —

Rank.	Years' Service	Relative Rank.	Rate of Subscription
			Rs.
Inspr.-Genl of Hospitals	. .	Colonel	25 0 0 p m
Deputy Ditto . .	.. .	Lieut.-Col	20 0 0 „
Surgeon-Major ..	25	..	20 0 0 „
Ditto	20	. ...	20 0 0 „
Surgeon . ..	15	Major	15 0 0 „
Ditto ..	10	.	15 0 0 „
Assistant Surgeon*	10	Captain	10 0 0 „
Ditto . ..	6	.	10 0 0 „
Ditto ...	5	Lieutenant	6 4 0 „
Ditto .	Under	.	6 4 0 „

* Assistant Surgeons giving up promotion, are required to subscribe to the Military Orphan Fund at the rate of their advanced rank. Mily Dept. dated 21st Nov. 1838

BOOK VIII.

PART I.

ECCLESIASTICAL OFFICERS.

The Metropolitan Bishop and the Bishops of Madras and Bombay

59 Geo III Cap 155 Sec 49 4 Geo IV Cap 71 Sec 5

584. The Metropolitan Bishop of Calcutta draws a salary of Rs. 3,831-6 8 a month from the day on which he assumes charge of the duties of his office, such salary being in lieu of all fees and perquisites whatsoever. He is provided also with a suitable residence in Calcutta.

3 & 4 William IV Cap 85 Secs 89 and 90

585 The Bishops of Madras and Bombay draw each a salary of Rs 2,133-5 4 a month from the day on which they assume charge of the duties of their office, such salary being in lieu of all fees and perquisites whatsoever

Ditto ditto, Sec 91, and 53 Geo III Cap 155 Sec 86.

586 If resident in the United Kingdom when appointed, the Metropolitan Bishop is allowed £1,200, and the Bishops of Madras and Bombay are allowed £500 for passage money.

4 Geo IV Cap 71 Sec 5 General Dept, dated30th Sept 1824.

587. When on visitation within his diocese, the Metropolitan Bishop draws an additional allowance of Rs. 1,000 a month, and when he proceeds by sea, arrangements are made to provide him and suite with a free passage at the public expence.

Court's Despatch, Ecclesiastical, dated 24th Jan 1838

588. The Bishops of Madras and Bombay when on visitation duty within their respective dioceses draw an additional allowance of Rs. 1,000 a

month—tents, lascars, &c, being supplied and carried at the public expense, provided such visitations do not take place oftener than once in every three years. (The allowance is not drawn when the Bishops not being on visitation duty go to a sanitarium with the Heads of their respective Governments. If the Bishops are accommodated in a steamer on visitation duty, their passage-money is paid out of their visitation allowance.—*Financial Department No* 1333, *dated* 26*th February* 1870)

589 If the Metropolitan Bishop dies on the voyage out or within six months from date of taking charge of office, his estate receives a year's salary minus any salary that has been drawn or may be due to him If he dies after six months' service, his estate receives six months' salary in addition to what may be due to him up to date of demise 6 Geo IV Cap 85 Sec 5

N B—The provisions of this rule are applicable to the Bishops of Madras and Bombay—3 *and* 4 *William IV, Cap* 85, *Sec* 97

590 After a residence of 10 years, the Metropolitan Bishop may be allowed by the Home authorities a furlough for a period not exceeding 18 months commencing from the date of departure from the East Indies (or that on which he may quit Ceylon,—*Home Department No* 333, *dated* 16*th May* 1846,) on an allowance of £1,500 a year, and a second furlough on the same terms after a further residence of 5 years from the date of return from the first furlough. 5 and 6 Vic Cap. 119 Secs. 1 and 2

5 and 6 Vic Cap 119 Secs. 1 and 2

591 The Bishops of Madras and Bombay may likewise be allowed by the Home authorities furlough for 18 months, if they have resided in India for 15 years, on an allowance of £800 a year, and a second furlough on the same terms, after a further residence of 5 years, provided always that the furlough allowance is not granted to more than one Bishop at one and the same time.

Ditto ditto Sec. 4

592 During the absence on furlough of the Metropolitan Bishop, the Bishop of Madras or Bombay who may officiate for him, is allowed a acting allowance of Rs 833-5-4 a month in addition to his own substantive salary

53 Geo III 4 Geo IV Cap 71 Sec 3

593 After 10 years' service, the Metropolitan Bishop receives a pension of £1,500 a year.

6 Geo. IV Cap 85 Secs 15 and 6.

594. If compelled to retire after seven years' service, he receives £1,000, and if after five years' service, £750 a year.

3 and 4 William IV Cap 85 Sec 89

595 If the Bishop of Madras or Bombay be translated to the Bishopric of Calcutta, service rendered in a suffragan capacity counts towards service as Bishop of Calcutta

Ditto ditto, Sec 96

596 After 15 years' service the Bishops of Madras and Bombay receive a pension of £800 a year.

Ditto ditto, Sec 98

597 If an Archdeacon be appointed Bishop of Madras or Bombay, his service as Archdeacon counts towards service as Bishop

BOOK VII

PART II

CHAPLAINS.

Salaries, &c.

598 Chaplains of the Church of England are of two grades, *first* grade or Senior Chaplains draw Rs 800, and second grade or Junior Chaplains Rs 500 a month *

Court's Ecclesiastical Despatch, No 2, dated 31st Aug 1838 C G dated 1st Feb 1837.

599 Junior Chaplains of the Church of England are entitled to promotion to the senior rank after 10 years' service If promoted on the occurrence of vacancies before completing 10 years' service, they are entitled to the pay and privileges of the higher rank from date of promotion.

Secy of State No 19, dated 27th Sept 1866 Finl Dept No 2261, dated 18th Dec 1866.

N B —The ten years' service entitling to promotion to the senior rank, commences from date of arrival in India, and includes all descriptions of authorized leave of absence —*Financial Department No. 787, dated 14th February* 1867

600. Salaries of Chaplains on first appointment to the service commence from the date on which they report their arrival at the Presidency to which they belong A Chaplain on the Bengal Establishment is not entitled to salary from the date of arrival at Bombay, notwithstanding that he may have obtained permission from the Secretary of State to come *viâ* Bombay.

Finl Dept No. 2140 dated 21st July 1869.

601 Salaries of Chaplains are personal, hence a Junior Chaplain acting for a Senior Chaplain is not entitled to any acting allowance

Finl Dept No 2097, dated 13th Mar 1860.

* The appointments of two Senior Episcopalian Chaplains at each Presidency have been abolished, present incumbents of such office, if there any, such being allowed to draw their salaries during their term of office until compelled to retire under the rule laid down in para 672

3 and 4 William IV Cap 85 Sec. 101.

602. The salary of the Archdeacon is Rs. 266-10-8 a month, in addition to his pay as a Chaplain of the Indian Establishment.

Finl Dept No. 3574, dated 21st Dec. 1868.

603. A Chaplain acting for the Archdeacon, during his absence on furlough, draws an acting allowance of Rs 183-5-4 a month—the amount forfeited by the absentee.

Court's Despatch No 4, dated 26th April 1848

Ditto ditto No 249, dated 10th March 1854.

604. A Junior Chaplain appointed to the Straits Settlements draws a salary of Rs 800 a month while so employed.

Finl Dept No. 607, dated 12th April 1845

Ditto ditto No 1225, dated 12th July 1845

605 Senior and Junior Chaplains while under suspension draw subsistence allowance of Rs 255-2-9 and Rs 170-1-9 a month respectively.

Ditto ditto No 5476, dated 28th Sept 1858.

606 The salary of a Chaplain detached on temporary Field duty, is paid in the Civil Department and debited to the Military Department.

Home Dept. No 9815, dated 26th Nov 1859

607 Chaplains of the Church of Scotland draw pay like Chaplains of the Church of England

Finl Dept. No 3551, dated 11th Nov 1868

608 Junior Chaplains of the Church of Scotland are like Episcopalian Chaplains, promoted to the senior rank after 10 years' service.

Secy of State No 377, dated 9th Sept 1868

Finl Dept. No 3075, dated 15th Oct 1868

609. The pay now drawn by the present three Senior Chaplains of the Church of Scotland, in Bengal, Madras and Bombay, which is more than Rs 800 a month, has been reduced for future incumbents to that sum, with a special allowance of Rs. 200 for Bengal and Rs. 150 for Madras and Bombay.

N B—The special allowance of Rs 200 or 150 is drawn by the Senior Chaplain actually on duty, provided his pay does not exceed Rs 800 a month.—*Financial Department No*, 524, *dated* 17*th May* 1871.

610 A Junior Chaplain of the Church of Scotland, performing the duties of a Senior Chaplain other than any of the Senior Chaplains alluded to in para 641 during his absence, is not entitled to any acting allowance. Finl Dept. No 2037, dated 30th Mar 1870.

611 Clergymen supported by the Additional Clergy Society, when appointed to Railway stations, draw Rs 150 a month with the approval of Government (provided that contributions from private sources amount at least to £100 per annum before Government is asked to supplement the amount—*Financial Department No* 1339, *dated* 24*th July* 1868) Ditto ditto No 2939, dated 18th Nov. 1865.

612 Whenever a Clergyman of the Additional Clergy Society is appointed a Chaplain, the Government reimburses that Society the amount of his passage-money as follows — Ditto ditto No 1260, dated 30th June 1866. Ditto ditto No 812, dated 31st May 1869.

	Rs.
If he has been in the service of the Society for less than 4 years ...	1,500
If more than 5 and not exceeding 7 years	1,000
If more than 7 and not exceeding 10 years	500
If more than 10 years	*nil.*

House Rent.

613. Episcopalian and Presbyterian Chaplains in Bengal, whether of the 1st or 2nd grade, draw house-rent at Rs 170 a month when employed at the Presidency, if not supplied with free quarters Ditto ditto No 2429, dated 8th April 1870. Ditto ditto No 4062, dated 5th October 1871.

Finl Dept, dated 13th May 1801.

614 Junior Chaplains of the Church of England, appointed to the Churches at Kidderpore and Howrah, draw house-rent at Rs. 90 a month if not supplied with free quarters

Ditto ditto No 212 dated 5th May 1871
Ditto ditto No 4062, dated 5th Oct. 1871

615 Chaplains stationed at the Presidency Towns of Madras and Bombay draw house-rent at Rs 130 per mensem.

Ditto ditto No 420 dated 30th May 1867

616 Presidency house-rent is drawn by Chaplains during absence on privilege leave, and also by the officers acting for them

Advances for Building purposes, &c.

Home Dept No [illegible], dated 20th June 1868
Finl Dept No 721, dated 30th June 1868

617. Chaplains appointed to Military stations where suitable accommodation at reasonable rates is not obtainable within convenient distance from the Church, may be allowed advances for erecting houses under the following conditions —

1*st* —All such advances must be *bonâ fide* required for the purpose of building or purchasing houses for their personal accommodation, and if more is advanced than shall be actually expended for the purpose, the surplus shall be refunded

2*nd* —The limits of such advances are for a Senior Chaplain Rs 4,320, and for a Junior Chaplain Rs 2,700

3*rd* —Re-payment of such advances will be made by the Account Department, deducting monthly instalments of Rs 120 in the case of a Senior Chaplain, and Rs 75 in the case of a Junior Chaplain, the instalments to commence from the second issue of pay after the receipt of the advance

4*th* —To secure Government from loss in the event of a Chaplain dying or quitting service prior to complete re-payment of the advance, the house so built must be mortgaged

to Government, by whom the mortgage will be released when the full amount shall have been re-paid

5th —In the event of retirement or death before the liquidation of the advance, the house will become the property of Government, unless a Chaplain within one month after his retirement to Europe, or the Executor within six months after the death of a Chaplain, move for the sale of the house at an upset price sufficient to cover the balance due, in which case the sale proceeds, after defraying expenses of sale, advertisement, &c, and the balance due, will be made over to the Chaplain or his estate as the case may be

6th —A Chaplain quitting or removed from a station where he has built a house, before the whole amount of advance has been liquidated, will continue liable to the deduction of his monthly instalment, but with the permission of Government he may be allowed to dispose of the house provided that he is thereby enabled to clear off the whole amount due at once, or to transfer it to any Chaplain of his order or higher rank In the latter case, the future deductions will be made from such Chaplain

7th —No Chaplain will, under any circumstance, be allowed a second advance whilst any balance remains due from him on a previous one

8th —Applications for advances must be made through the Archdeacon, who will record his opinion as to the necessity for the assistance solicited, certifying at the same time that the same is to be expended in building, &c, and that any surplus funds will be refunded after the house shall have been completed

9th —Last Pay Certificates granted to Chaplain should specify whether any advance has been made, the amount re-paid, and the balance remaining due

NOTE —No advance is to be made when required for the *purchase of a* house —*Home Department No* 341, *dated* 23*rd July* 1869.

BOOK VIII.

PART III.

ECCLESIASTICAL OFFICERS.

Travelling Allowance.

Finl Dedt. No 1653, dated 7t Aug 1868.

618. Chaplains draw travelling allowance under the following rules —

I —Travelling allowances at the rate of 8 annas a mile by road and 3 annas a mile by rail, will be allowed to a Chaplain who has already no charge, for his joining a station to which he may be appointed either substantively or officiating, also to a Chaplain on his permanent transfer from one appointment to another under the orders of Government, and not at his own request Provided that on return from furlough or any other leave, a Chaplain will join his station at his own expense If his appointment has been changed during his absence, he will draw travelling allowance for the excess distance, if any, between his old and new station from the Presidency at the rates abovementioned

II —If, while absent on privilege leave, a Chaplain is required to perform duty for an absentee at a station other than his own, he will draw travelling allowance at the rates in Rule I, from his own station to that at which he is required to do duty

III —Travelling allowance at 12 annas a mile by road and 3 annas a mile by rail, will be given to a Chaplain sent to officiate at other stations or visiting out-stations, provided he proceeds further than 5 miles, if in receipt at his own station of conveyance allowance, or further than 3 miles, if not in receipt of that allowance This rule is applicable to Chaplains of the Church of Scotland, Clergymen of the Additional Clergy Society, Missionaries of the Society for the Propagation of the Gospel, and the Church Missionary Society, and Roman Catholic Priests, when visiting out stations.

IV —If any Chaplain or other person to whom Rule II applies, obtains a free pass on any railway for visiting railway stations on the line, his travelling allowance by rail will be limited to 1½ annas per mile

V —A Chaplain officiating at a station to which a conveyance allowance is attached, will draw that allowance during his stay at the station

VI —A Chaplain may exchange the mileage admissible under Rule III for an allowance of Rs 6 a day for the period of absence from his principal station, but should he do so, he will not be entitled to any conveyance allowance under Rule V.

VII —A Chaplain in receipt of conveyance allowance for a station, will forfeit it when absent from his station on gazetted leave, but not when visiting another station and retaining substantive charge of his own

N B—Rule I relates to the case of a Chaplain whose appointment is changed whether temporarily or permanently, and Rule III to the case of a Chaplain temporarily leaving his Head-Quarters on duty without having his station changed, the phrase therefore used, viz, "a Chaplain sent to officiate at other stations" means not a Chaplain transferred to an officiating appointment, but one who is sent to do duty at a neighbouring station without relinquishing charge of his own —*Financial Department No* 214, *dated* 27*th April* 1869

619 A Chaplain proceeding at a distance from Head Quarters to solemnize a marriage, is not entitled to travelling allowance from Government. Finl Dept. No 4546, dated 23rd Oct 1871

620 When proceeding on duty by sea, a Chaplain is allowed a first class passage (and is entitled to take with him two or three servants, according as his salary may or may not amount to Rs 1,000 a month and the quantity of luggage the freight of which is included in the charge for his passage —*Financial Department No* 1293, *dated* 10*th July* 1867). Table Money is deducted as indicated in para. 126 (but half Ditto ditto No. 1467, dated 23rd July 1866.

daily allowance or Rs 3 a day, is drawn for the number of days he dines on board the Steamer. —*Financial Department No.* 3210, *dated* 31*st October* 1868)

Fin1 Dept No 414, dated 19th Jan 1869.

621 A Chaplain employed at a station beyond sea, is no longer allowed a free passage, when he returns to the Presidency in progress to a Hill Sanitarium or to Europe on medical leave, nor when he rejoins his station, returning from such leave.

Ditto ditto No. 2902, dated 8th Oct 1868

622 Wives and children of Chaplains proceeding by sea in course of relief, or duty of a permanent nature, are allowed passages at the public expense, under the provisions of Bombay G O. No 690, dated 17th December 1866.

Ditto ditto No 1548, dated 9th Mar 1869

623 Wives and children of Chaplains are allowed in addition to free passage by sea, travelling allowance by road or by rail as follows, with out any allowance for luggage

	By Dâk.			*By Rail*		
Wife ...	annas	8	a mile	annas	3	a mile.
Children above 12 years	„	4	„	„	1½	„
Ditto under 12 and above 6 years	„	4	„	pie	9	„
Ditto under 6 years ...	*nil*					

Ditto ditto No 2144, dated 21st July 1861.

624 Chaplains who receive their nomination to H M 's Indian Service while out of Europe, have their personal travelling expenses to the station to which they are appointed, paid by Government.

Ditto ditto No 2140, dated 21st July 1869

625. A Chaplain of the Bengal Establishment appointed from Home, is not entitled to travelling allowance from Bombay to Calcutta, if he lands a

Bombay, notwithstanding that he might have permission to come to his Presidency *viâ* Bombay.

626 When visiting the Presidency at the citation of the Bishop, Episcopalian Chaplains draw Rs 5 a day — Court's Despatch No 84, dated 17th Sept. 1856.

627 Senior and Junior Chaplains of the Church of England, doing duty with a Field Force, draw tentage, the former at Rs. 120, and the latter at Rs 75 a month — Finl Dept. No 2238, dated 23rd Apl 1858.

628. Chaplains of the Church of Scotland set apart for Regimental work, draw tentage at Rs 75 per mensem, from the date of their transfer to the Military Department, instead of travelling allowance at a mileage rate on transfer from one Regiment to another — Ditto ditto No 1562, dated 28th July 1864.

629 When a Chaplain is attached to the camp of the Governor-General, he draws Rs 175 a month, besides actual expenses incurred in proceeding to the place where the Camp is formed, and returning thence when the camp breaks up — Genl Dept No 2459, dated 11th Oct. 1831.

630 The Archdeacon when on visitation draws an extra allowance of Rs 250 a month, and the usual travelling allowance, *viz.*, 8 annas a mile by road and 3 annas by rail — Home Dept. No. 5216, dated 25th Sept 1862.

631, The Domestic Chaplain to the Lord Bishop of Calcutta draws, when on tour, an extra allowance of Rs 250 a month. — Finl Dept No 2928, dated 31st Oct. 1870.

632 The Domestic Chaplains to the Bishop of Madras or Bombay draw, during absence on visitation, either an allowance of Rs 200 a month or 12 annas a mile by road and 3 annas by rail. — Ditto ditto No 444, dated 23rd Jan 1869.

Govt. of Bengal, No 1040T, dated 31st Aug 1865 Finl Dept No. 2726, dated 3rd Oct. 1865.

642 The two Chaplains of St Paul's Cathedral, Calcutta, draw each Rs. 50 a month as conveyance allowance for performing the clerical duties of the Great Jail and House of Correction.

Finl Dept. No. 2340, dated 30th April 1868

643. The Senior Chaplain of St. Andrew's Kirk, Calcutta, draws Rs. 50 a month as conveyance allowance.

Ditto ditto, dated 31st July 1862.

644. The Chaplain of Lucknow draws Rs 30 a month for visiting the Fort Muchibown and *bonâ fide* travelling expenses.

Ditto ditto, dated 10th July 1867.

645 When a Roman Catholic Priest ministers to the spiritual wants of soldiers of that persuation at Fort William or the Bhowanipore Military Hospital, he draws a conveyance allowance of Rs. 30 a month.

Finl Dept. No 1769, dated 21st Feb. 1866 Ditto ditto No 2797, dated 19th Oct. 1866.

646 The Rule under which travelling allowance is not claimable unless an Officer proceeds beyond 5 miles from his Head-Quarters, is not applicable to Chaplains, who draw travelling allowance if they proceed beyond 3 miles.

Home Dept. No. 3320, dated 2nd Aug 1866 Finl Dept, dated 24th Aug 1866 Bengal Govt. No 4330, dated 3rd Sept. 1868.

647 Clergymen of the Church of Scotland are allowed the usual travelling allowance for going to Dum-Dum twice a week to visit the Hospitals and hold divine service at that station or to minister to the spiritual wants of the Presbyterian portion of H M.'s Regiments stationed there.

SECTION IV.

Service Funds.

Mily. Orphan Society, No 2039, dated 23rd Dec. 1865

648. The following deductions are made from the salaries of Chaplains on account of Service Funds :—

	Military Fund. Married			Unmarried			Military Orphan Fund
Archdeacons ...	62	2	0	28	2	0	25
Senior Chaplains	35	0	0	15	12	0	15
Junior ditto	20	0	0	9	0	0	10

Children ... ... { Sons, 1 Rupee per mensem for each till they reach the age of 19. Daughters, 3 Rupees per mensem until marriage or death.

649 Chaplains appointed after 9th November 1861, are not permitted to subscribe to the several Service Funds, but they are at liberty to join the Uncovenanted Service Family Pension Fund

Secy. of State No 83, dated 9th Nov 1861
Home Dept, dated 22nd Nov. 1862.
Finl Dept., dated 14th Jan. 1863.

650 Chaplains are allowed to make family remittances to England as follows —

Chaplains	Rs	1,500	a year
Junior ditto .. .	„	1,000	„

Finl Dept No 4376, dated 8th Sept 1868.
Ditto ditto No 1887, dated 15th June 1867.

651 Applications for remittances should be made to the Pay Master of the Circle in which a Chaplain is employed, and on authority obtained from him, the money should be deposited in the Civil Treasury of the District to which he is attained, and not deducted from his Salary Bill.

BOOK VIII.

PART V.

LEAVE OF ABSENCE

SUPPLEMENT E
CIVIL LEAVE CODE.

CHAPLAINS.

Preliminary

652 (I).—The following rules regulate the grant of leave to Chaplains

Active Service

653 (II).—In these rules—

(*a*) "Active Service" includes besides time spent on duty :—

(1) Privilege leave of absence

(2). Subsidiary leave of absence

Extraordinary leave

(3) Time passed in India out of employ, but not on leave.

(*b*) 'Extraordinary leave" means leave of absence granted otherwise than under these rules.

Continuous

Example—Leave in extension of the three years admissible under Section 5 (*b*)

(*c*) "Continuous service" and "continuous active service" mean the service, and active service, of a Chaplain since his last return from furlough or extraordinary leave lasting more than three months; or, if he have not had such leave, since the beginning of his active service.

No leave can be included in continuous service except privilege leave and special leave.

FURLOUGH

Aggregate Admissible. 654 (III)—The amount of furlough, admissible to a Chaplain, is limited to six years All the rules in this Supplement are subject to this limitation.

Furlough and leave with allowances on medical certificate under former rules are counted as furlough under this rule; but leave of absence in India taken before the 25th August 1854 is not.

Amount due 655 (IV) (*a*)—The amount of furlough "earned" by a Chaplain is one-fourth of his active service, and three months in addition thereto

(*b*)—The amount of furlough "due" to a Chaplain is the amount which he has earned, diminished by—

(1) the amount of furlough which he has enjoyed under these or any former rules.

(2) the excess over one year in the amount of leave with allowances on medical certificate which he has enjoyed under former rules.

Amount admissible 656 (V). (*a*).—To a Chaplain who has rendered three years' continuous service, furlough for not more than two years' may be granted as follows:—

First, on medical certificate,—unconditionally;

1 Section 25 of the Code, Rule 2, applies generally to Chaplains also (See page 87)

Secondly, without medical certificate,—subject to these provisos—

(1) that the furlough be due to him,

(2) that he have rendered seven years' active service;

(3) that the whole number of Chaplains absent on furlough and special leave do not exceed the limit appointed by the Government of India.

1 Except on medical certificate, or on very urgent private affairs, furlough or special leave may not be granted to Church of England Chaplains employed in the diocese of Calcutta, if 15 per cent of the whole number of such Chaplains are already absent on furlough or special leave The Bishop of Calcutta will report to the Government of India when the limit is reached

(b)—Furlough taken under this section may, on medical certificate, be extended to not more than three years.

657. (VI) *(a)*—To a Chaplain who has not rendered three years' continuous service, furlough for not more than one year may be granted on medical certificate.

(b).—Furlough granted under this section for less than one year may, on medical certificate, be extended to not more than one year.

Allowances.

658 (VII).—A Chaplain on furlough is entitled to allowances as follows .—

	On ordinary furlough.	On other furlough
Archdeacon, and the Senior Chaplain of the Church of Scotland ...	.. £600 a year	£480 a year
Senior Chaplains ..	.. £500 „	£384 „
Junior Chaplains ..	... £350 „	£300 „

Explanation—Ordinary furlough includes—

(1) the first two years of each separate period of furlough under Section 5

(2) so much of furlough under Section 6 as may be due, provided that the Chaplain have rendered six months' continuous active service.

1 If a Chaplain on furlough, by the completion of ten years' service, passes from the rank of Junior Chaplain into that of Senior, he immediately becomes entitled to the higher furlough allowance

2 A Chaplain on furlough does not forfeit his past leave allowance by resigning the service, without returning to India

SPECIAL LEAVE OF ABSENCE

659 (VIII).—Special leave on urgent private affairs may be granted at any time, for not more than six months:

Amount admissible.

Provided that a Chaplain, who has special leave, must render six years' active service before he can again have such leave.

660. (IX). (*a*).—For the first period of a Chaplain's special leave, he is entitled to the leave allowance admissible during ordinary furlough

Allowances

(*b*)—In subsequent periods he is entitled to no leave allowance

661 (X). (*a*).—Furlough and special leave, out of India, begin on, and include, the date of the departure of the vessel on which the Chaplain sails, and to a Chaplain taking such leave, subsidiary leave, not ordinarily exceeding thirty days, may be granted from the day on which he gives up duty to the day before that on which his furlough or special leave begins.

Amount admissible

(*b*)—Furlough and special leave, out of India, end on, and include, the date of the arrival of the vessel in which the Chaplain is, and to a Chaplain returning from such leave, subsidiary leave not ordinarily exceeding thirty days, may be granted from the day after that on which the vessel arrives, to the day before that on which he assumes the duty to which he may be appointed.

1 Subsidiary leave for more than thirty days may be granted in cases of necessity, but all such grants and the reasons for them are to be reported to the Government of India

2 A Chaplain may leave India, or return to India, by any port he likes; but the dates by which the beginning and end of furlough and special leave are determined, are the date of the vessel's departure from the port where he first meets it, and arrival at the port where he quits it. For instance a Chaplain sailing from Calcutta in a vessel which touches at Madras, counts by the date of departure from Calcutta, and not from Madras

3. The date of the departure of a vessel from Calcutta is held to be the date on which the pilot leaves it at sea

Explanation —A Chaplain may take furlough or special leave partly in, and partly out of, India But subsidiary leave is not admissible under clause (*a*) of this section unless the furlough or special leave begins as furlough or special leave out of India, nor under clause (*b*), unless it ends as furlough or special leave out of India.

Allowances.

662 (XI) —A Chaplain on subsidiary leave is entitled to the same allowances as during the leave to which it is subsidiary.

1 A Chaplain may draw allowances as if he were on privilege leave, for any part of his subsidiary leave under clause (*a*) of Section 10, for which, if he were not going on furlough or on special leave, privilege leave would be admissible to him

PRIVILEGE LEAVE OF ABSENCE

Amount admissible.

663 (XII) —Privilege leave may be granted as follows .—

After five months' uninterrupted duty,—for not more than one month.

After ten months' uninterrupted duty,—for not more than two months.

After fifteen months' uninterrupted duty,—for not more than three months.

1 Before privilege leave can be granted, the Chaplain must record a declaration that he has no intention of retiring or of taking furlough, special leave, or leave on medical certificate, within three months of his return to duty. Though not absolutely debarred by this declaration from applying to retire or to take such leave within the period of three months, he should, if he does so, explain fully his change of mind

Allowances.

664. (XIII.)—A Chaplain on privilege leave is entitled to the same pay and house-rent as if he were on duty.

1 A Chaplain on privilege is not entitled to "local allowances," such as conveyance allowance, jail allowance, and the special allowance to the Senior Chaplain of the Church of Scotland Such allowances are drawn in full by the substitute.

2 The Chaplain's substitute may draw the house-rent, although it is also drawn by the absentee

MISCELLANEOUS

Extension, &c.

665. (XIV.)—The rules for—

(1) Extension and commutation of leave ;

(2) Payment of leave allowances are those contained in Sections 22 and 23 of the Code, (page 79) and the rulings subjoined But to a Chaplain going on furlough to England, an advance of the first quarter's allowances may be made, and the advance shall not be recoverable in the event of his death.

1. A Chaplain on leave in any of the British Colonies may draw his leave allowances there through the Control Pay Master in the same manner as a military officer But the requisite authority to pay must first be given by the Government of India.

666 (XV)—Applications for leave are to be dealt with as the Governor General in Council may from time to time prescribe, and priority of claim is determined in accordance with Section 26 of the Code (page 88)

Applications

1. The following rules have been prescribed by the Home Department with reference to applications for leave from Chaplains on the Bengal ecclesiastical establishment, and from Chaplains on other establishments serving in the Diocese of Calcutta

I —Subject to the exigencies of the public service, Local Governments and Chief Commissioners are empowered, with the concurrence of the Bishop of Calcutta, to grant any furlough or special leave authorized by the rules to Chaplains serving within their respective jurisdictions But the Government of India alone grants leave to Chaplains of the Church of Scotland serving in the Bengal Presidency

II —If a Chaplain applying for furlough or special leave belong to the Madras or Bombay ecclesiastical establishment, the Local Government or Administration under which he is serving will, if the furlough or leave be granted, inform the Government of Madras or Bombay as the case may be

III —The Bishop of Calcutta is empowered to grant privilege leave to Chaplains under Section 12, subject to the exigencies of the State, of which the Bishop shall be the judge But the grant, cancelment, or extension of such leave should be reported to the Local Government or Administration concerned

IV —All applications for leave or furlough should be accompanied by a certificate from the Local Accountant General, showing that the applicant is entitled to the leave asked for, and should, as a general rule, be forwarded, in the first instance, through the proper channel to the Bishop of Calcutta, who will transmit applications for furlough or special leave, with His Lordship's remarks, to the Local Government or Administration concerned, and will himself dispose of applications for privilege leave. But in cases of urgency, leave on medical certificate may be granted by the Local Government or Chief Commissioner in anticipation of the concurrence of the Bishop, who should, however, be informed without delay

V —Except under orders of the Secretary of State, the term of furlough or special leave cannot be altered without the permission of the Government or Administration by which it may have been granted

VI —Every Chaplain who obtains leave or furlough shall supply himself with a last-pay certificate, and with a statement showing the pay which he is entitled to draw while absent It shall be the duty of the Local Accountant General to furnish these documents, and no leave allowances will be payable without their production

VII —A quarterly statement of Chaplains absent on furlough or special leave, with the dates of the grant and expiry of such furlough or leave brought up to the 31st March, 30th June, 30th September, and 31st December of each year, shall be punctually furnished by Local Governments and Administrations to the Government of India in the Home Department

VIII —From these quarterly returns, a register will be compiled and kept at the Office of the Secretary to the Government of India in the Home Department, of all grants to Chaplains on leave or furlough, of all extensions of leave or furlough, and of all returns to duty from absence This register will be published quarterly in the *Gazette of India*

IX —Every Chaplain returning to duty shall report his return to the Bishop, and to the Local Government and Administration by which his leave or furlough may have been granted

X —If any Local Government or Administration shall see fit to refuse a furlough to any Chaplain on the ground of the exigencies of the public service, it shall report such refusal for the confirmation of the Government of India

BOOK VIII.

PART VI

PENSIONS

SUPPLEMENT C.

CIVIL PENSION CODE.

Financial Notification No 1772, *dated 8th March* 1872

[The rules in this Supplement are now in general operation, except that the present Senior Chaplain of the Scotch Church in Bombay, when he has served his time for pension, will have the option of continuing to draw allowances on the old scale and abiding by the old scale of pension, or of drawing allowances on the new scale, or retiring, in which case his pension will be regulated by the rules in this Supplement. The present Senior Chaplain of the Scotch Church in Calcutta also is allowed an election (which he has not yet * declared) between the old and the new scales of allowances and pension]

667 (I).—Pensions are granted to Chaplains under the following rules —

Residence and service.

668. (II). (*a*)—"Residence" is reckoned from arrival in India in the case of a Chaplain appointed in England, and from date of covenant in the case of a Chaplain appointed in India. It includes (1) time spent on duty, (2) privilege and subsidiary leave, and (3) time passed out of employ in India otherwise than on leave.

(*b*).—"Service" includes "residence," and also all time spent on leave of any description, but no time before the beginning of "residence."

Retiring pension.

669. (III).—A Chaplain who has completed 17 years' residence *and* 20 years' service, or, if appointed before the 11th January 1854, 15 years' residence and 18 years' service, is entitled to a retiring pension of £365 a year.

* Has since elected the old scale of allowances.

1 Pensions are granted either by the Government of India, Bombay, or Madras (as the case may be), or by the Secretary of State. A Chaplain proceeding to England after obtaining pension in India, should be careful to take with him the usual last-pay certificate

Compulsory retirement

670. (IV)—A Chaplain must retire after 25 years from the beginning of his service, unless specially exempted by the Secretary of State, on the recommendation of the Governor General in Council, or of the Governor in Council of his Presidency.

Invalid pension

671 (V)—A Chaplain who is obliged, by bad health, to retire after completing seven years' residence, but before completing the periods of residence and service required by Section 3, is entitled to an invalid pension of £125-15-0 a year, or if he have completed ten years' residence, £173-7-6 a year.

BOOK IX.

PART I.

UNCOVENANTED OFFICERS.

CONDITIONS OF SERVICE, PAY, &c.

General Rules.

Finl. Dept. No. 423, dated 20th January 1871.

Conditions of Service.

672. As a rule no person shall be appointed after the 20th January 1871, a member of the Uncovenanted Service of Government after he has attained the age of 25 years. If, for any special reason, any one is appointed after that date at a more advanced age, his pension, should he be compelled to retire after attaining a particular age (55 years), should be regulated as indicated in Section 57 of the Civil Pension Code.

Finl. Dept. No. 2620, dated 10th August 1871.

673. No person shall be appointed to the public service in a grade eligible to pension without a certificate from a Commissioned Medical Officer or a Medical Officer in charge of a Civil station, that he has no disease, constitutional affection, or bodily infirmity unfitting him or likely to unfit him for the public service.

Finl. Dept. No. 2528, dated 26th Septem- 1865.

Officers suspended.

674. An Uncovenanted Officer suspended from Office, draws subsistence allowances under the following rules :—

I. Subsistence allowance to an Uncovenanted Servant who is suspended pending an enquiry into his conduct

should be limited, before the result of the enquiry is known, to one-fourth of his salary, unless he be an European on pay exceeding Rs. 25, in which case, the subsistence is to be allowed at one-fourth of salary to an amount not less than Rs. 25 monthly.

II. Should the Officer be re-instated, he may, at the discretion of the Local Government or of the Head of Department to whom the Local Government may delegate such authority, be allowed full salary, if he shall have been fully acquitted or a portion of his salary, if the result of the enquiry should be censure or admonition, but where an admonition is awarded, the subsistence allowance during suspension must be so adjusted as not to involve additional charge.

III. Where the payment which the Local Government may adjudge for the period of suspension to an Officer who is re-instated, involves additional expense, it must be separately provided for.

IV. An officer whose suspension is followed by dismissal, will not be allowed more than the subsistence which may be admissible to him under Rule I for the period that he was suspended.

V. The time passed under suspension pending enquiry is taken into account as service towards pension, in cases of re-instatement; where suspension has been adjudged as a penalty, the period is disallowed.

Note.—When the payment of full salary under Rule II. involves an additional charge which can be met out of sanctioned grants, the indication of the Budget head under which it can be met, would be sufficient authority for the Audit Department to admit the charge; when it cannot be met without an additional assignment, application for such assignment under Rule III. should be made to the Government of India.—*Financial Department No.* 1286, *dated* 17*th June* 1870.

Home Dept No. 309 dated 6th February 1860
C G dated 8th February 1860.

675 Whenever an Officer is committed to prison either for debt or on a criminal charge, he should be considered as under suspension from the date of arrest.

Home Dept. No 1[illegible], dated 7th August 1868.

676 Whenever an Officer is judicially convicted of any offence, a copy of the decision should be sent to the Head of the Department in which he is employed, in order that such notice of the case may be taken as it may deserve

Home Dept No 100, dated 12th January 1866
Bom Govt No 1579, dated 9th March 1869

677. A Public Servant arrested for debt or having recourse to the Insolvent Court will be deemed to have forfeited his appointment, unless it can be proved that his embarrassment was the result of unforeseen misfortune or of circumstances over which he could have no control. This rule should be strictly observed, and every case should be reported to Government with a copy of the Schedule filed in the Insolvent Court when recourse is had to that Court.

Home Dept No 2710, dated 24th July 1867
Home Dept No 3256-3265, dated 10th August 1867

678 Rewards for passing in the Vernacular languages

European and Eurasian Uncovenanted Servants employed in the Civil Administration of any province, of a rank equal to that of Assistant Commissioner in the Non-Regulation Districts, who are eligible to the highest appointments in their Department and officers similarly situated in the Survey and the Police, may get, under the rules laid down by Local Governments, a reward not exceeding Rs 500 for passing in the Vernacular languages of the province in which they are employed.

679. European officers, in the Survey Department, of rank not lower than Supernumerary Assistant Superintendents, in the Police of rank not lower than Assistant Superintendents, in the Customs not lower than Assistant Commissioner, and in the Forests not lower than Assistant Conservators, may, on passing in any Vernacular language according to the higher standard, be allowed *Moonshee allowance* or a sum of Rs 180 Home Dept No. [illegible] dated 24th February 1868.

N. B —This rule has been extended to the Telegraph Department, under orders of the Financial Department No. 2099, dated 27th July 1869.

Departmental Rules

680. Officers in the Financial Department of accounts, are classified as follows — Finl Dept. No. 1706, dated 9th July 1869 Finl Dept No 1438 dated 29th June 1871.

Account Department

No of officers		Monthly Salaries		
		Minimum	Annual increase	Maximum.
6	1st Class	1,500	100	2,000
7	2nd „	1,000	75	1,500
10	3rd „	800	50	1,000
10	4th „	600	50	800
13	5th „	400	50	600
10	6th „ or Probationers	on a fixed salary of Rs. 200		

681. Appointments to the sixth class are made as follows — Finl Dept. No. 3116, dated 18th December 1871.

Candidates for admission to the Department are selected, from time to time, according to the requirements of the service, three being named for each expected vacancy.

The age of a candidate, when examined, must not exceed 25 years, and he must produce a certificate by a Government Medical Officer, of physical fitness for service in the plains of India

Nominated candidates are examined in the subjects described below and the candidate who obtains the highest marks is appointed to the first vacancy in the sixth class, the candidate who obtains the second place to the second vacancy, if there be more than one vacancy to be filled and so on No candidate is admitted to the Department who does not obtain half marks in each subject or who obtains less than 700 marks in all

Entrance Examination

	Marks.
Writing and composition, Impromptu essay upon some given subject	150
Arithmetic, including compound proportion, simple interest and Vulgar and Decimal Fractions ..	300
Latin, Greek, Sanskrit, French, German or Persian	200
English History and Literature, and Indian History (Elementary)	200
Geography, Asia (especially India) and Europe ..	150
	1,000

A candidate is not allowed to compete at the entrance-examination more than twice

The examination is by written questions and answers. The questions are prepared in such manner as the Governor-General in Council from time to time directs.

Finl. Dept No. 3116, dated 18th December 1871.

682 Officers in the fifth and sixth classes are examined half-yearly (on the Mondays next after the 10th May and 10th November and following days) in the subjects named below according to

what are called the "Lower and Higher departmental examinations" respectively.

Lower Departmental Examination.

	Marks.
Composition A precis of papers not seen before ...	150
Arithmetic, and Algebra to Quadratic Equation inclusive	250
Book-keeping	200
Political Economy, Fawcett	200
Indian Financial Statements, to which access be allowed to the Examinees	200
Financial Departmental Codes to which access will be allowed	200
	1,200

Higher Departmental Examination.

A precis and a draft	150
Annuities and Compound Interest, and the use of logarithms of numbers	100
Book-keeping	150
Political Economy (Mill) Indian Polity (Chesney)...	200
Indian Financial Statements and Annual Statements of the Secretary of State for India (as collected by Financial Department)	200
Departmental Codes and Circulars, in Comptroller General's Circulars	200
Revenue System of India, and the Statute Law bearing upon Revenue and Taxation	200
	1,200

683 An officer who obtains, at any departmental examination, half marks in each subject, and not less than 800 marks in the aggregate, shall be held to have passed the examination Officers are, however, permitted to pass each of the departtal examinations in two instalments, if they notify

Finl. Dept No. 3116, dated 18th December 1867.

their intention beforehand, and specify the subjects in which they are prepared for examination In such case an officer to pass must obtain at least half marks in each subject in which he is examined and two-thirds of the aggregate marks obtainable in those subjects.

Finl Dept. No 3116, dated 18th December 1867.

684. Officers who do not pass the lower departmental examination at the fourth or some earlier examination, and the Higher Departmental examination at the eighth or some earlier examination, after they join the department, will, without further orders, cease to belong to the department from the date in which the result of the examination is declared. Provided that if before the said fourth or eighth examination (as the case may be) an officer have obtained leave of absence on Medical Certificate for more than three months, he shall be allowed to remain in the service for six months longer, in order to present himself at one more examination

Ditto ditto

685. Upon passing each departmental examination, the pay of officers of the sixth class is increased, from the date on which the examination ends by Rs 50 a month, so that the pay of an officer of the sixth class who has passed the Lower Departmental examination will be Rs. 250, and that of an officer of the sixth class who has passed the higher departmental examination Rs 300 a month.

Finl Dept. No 3116, dated 18th December 1867.

686 An officer is not promoted substantively to the fifth class until he has passed the Lower Departmental examination, nor is an officer promoted

substantively to the fourth class until he has passed the Higher Departmental examination.

867. Officiating appointments to the fourth and fifth classes are made after consideration of the order in which officers passed the Departmental examinations

Finl. Dept No 3116, dated 18th December 1867

688 Junior officers in the classified grade of the Financial Department of Accounts who may qualify for the Lower Standard examination in the vernacular languages fixed for Military officers may be allowed a donation of Rs. 180, and of Rs 360 if they pass the Higher Standard at once

Finl Dept. No 3446, dated 31st December 1869

Forest Department.

689. Officers of the Forest Department obtain their appointments, promotions, &c., under the following rules —

P. W Dept No. 373 F, dated 25th August 1869
Finl Dept. No. 3618 dated 22nd September 1869.

I —The Forest establishments under the control of the Government of India will commonly be divided into the subordinate and the controlling establishments The following rules are applicable to the officers who constitute the controlling establishments under the several Lieutenant-Governors and Chief Commissioners, but not to those under the Governments of Madras and Bombay

II —The officers of the Forest Department will be placed on one general list from 1st March 1869, and will be divided into classes and grades with salaries as follows,—

	Conservators	*Per mensem* Rs.
1st Class	..	1,600
2nd „	..	1,400
3rd „	..	1,200
4th „	..	1,000

Deputy Conservators.

1st Grade	...	...	..	900
2nd „	..	...	...	700
3rd „	...	..	...	500

Assistant Conservators.

1st Grade	...	.	...	450
2nd „	...	...	.	350
3rd „	.	. .	..	250

All of these offices will be open without distinction to Europeans and Natives of India, subject to the rules and conditions herein prescribed

III —The number of Conservators of each class will be settled from time to time by the Government of India, and the total number of Deputy Conservators and Assistant Conservators, respectively, will be fixed for each Province by the same authority There will be no fixed proportion between the numbers in the several grades in these last-named classes, which will necessarily vary under the rules for promotions which follow

IV —First appointments of officers to the controlling establishment of the Forest Department under the Government of India, will be made either by the Secretary of State for India, or by the Governor General in Council

V —Persons admitted to be officers of the Forest Department will, as a rule, be appointed as Assistant Conservators 3rd grade, but the exigencies of the service may demand the occasional first appointment of officers to the higher grades

VI —Promotions from one grade to another of Assistant Conservator and of Deputy Conservator, will be made by local Governments subject to the conditions named in Rules VIII and X , and under local Administrations such promotions will be made by the Government of India on their recommendation.

VII —Promotions to the class of Deputy Conservator or Conservator will be made by the Government of India, which will generally be guided by the recommendation of the local Government or Administration, though it reserves to itself the right of selecting any of the exist-

ing establishment to fill vacancies in these classes Promotions from one class of Conservator to another will also be made by the Government of India

VIII.—No Assistant Conservator, 3rd grade, will be eligible for promotion to Assistant Conservator, 2nd grade —

(1) Until he shall have passed the examination for the first or lower standard laid down in General Order, Military Department, No. 734, dated 9th September 1864, or a similar examination in the language of the Province in which he may be employed, or in such other language as may be ordered by the Government of India, and shall have been duly reported to be able to read letters and accounts in the Native character , and

(2) Unless he has been duly reported to be competent to hold charge of a Forest Range or Division

IX —Assistant Conservators of the 3rd grade, who have not complied with the conditions laid down in Rule VIII., will not, as a rule, be placed in charge of a Forest Range or Division, but will be attached as supernumeraries to an experienced Forest officer

X —Assistant Conservators of other grades than the 3rd, and Deputy Conservators of all grades, will not ordinarily be eligible for promotion to the next higher grade or class till they shall have served, respectively, three years in the lower grade, and unless they shall have passed the examination for the first or lower standard as defined in Rule VIII, or such other examination in the languages, or in surveying, or in other matters, as the Government of India may from time to time prescribe But length of service, and the passing of these examinations alone, shall not entitle any one to promotion, and if in any special case it may be considered desirable to grant promotion before the expiry of the three years' service, or to dispense with the examination test, the sanction of the Government of India must be first obtained

XI —Appointments of Deputy or Assistant Conservators to officiate as Conservators or of Assistant Conservators to officiate as Deputy

Conservators, or of persons who are not officers of the Forest Department under the Government of India, to officiate in any class or grade will, in all cases, be made by the Government of India

XII —As a rule all officiating appointments will be made to the lowest grade of Assistant or Deputy Conservator, and to the lowest class of Conservator, and in such cases the salary of the acting officer will be the pay of the lowest grade or class of the office in which he officiates There being no fixed number in the different grades of Assistant Conservator and Deputy Conservator, no officiating appointments in the higher grades within these classes will be permitted

XIII —If in any special case, an officiating appointment is made otherwise than to the lowest grade or class of Assistant or Deputy Conservator, or Conservator, the salary of the officiating office will be regulated by the ordinary rules regarding acting allowances, or will be specially fixed by the Government of India

N B —Rules XII and XIII are referred to in Section 18 *of the Acting Allowance Code.*

XIV —To enable the Government of India, to select officers for promotion to the rank of Deputy Conservator and Conservator, local Governments and Administrations should submit, from time to time, to the Government of India, the names of any Assistant Conservators or Deputy Conservators whom they may consider deserving of such advancement, and, after a consideration of such recommendations, a selection will be made by the Government of India on the occurrence of vacancies In the absence of properly qualified officers in the higher grades, junior Deputy or Assistant Conservators will be eligible for promotion to the next higher class

XV —Local Governments and Administrations may recommend to the Government of India the names of any members of the subordinate establishment whom they may consider specially deserving of promotion or the names of persons who are not officers of the Forest Department to be brought forward as candidates for the controlling establishment

XVI —In cases of misconduct of Forest officers, local Governments may reduce Assistant or Deputy Conservators to a lower grade in the same class Under the local Administrations cases calling for the reduction of officers to a lower grade will be referred to the Government of India for orders. The reduction of Conservators to a lower class, the reduction of Deputies to the class of Assistants, and the removal of officers from the controlling establishment, or the final removal of Forest officers from the Department, will rest with the Government of India

XVII —The Government of India alone has the power of accepting the resignation of officers of the Forest Department

XVIII —Transfers from one Province to another will be made from time to time by the Government of India, as the exigencies of the service or the merits of the officers concerned may require. In such cases the Government will use its discretion in giving promotion within the established complement, should it be deemed proper

XIX —Postings and transfers within a Province will be made by the local Government or Administration

XX —Leave of absence may be granted by local Governments to officers of the Forest Department under the rules which may be applicable to the branch of the service to which such officer belongs, but the power of local Administrations in this respect is limited to privilege leave, and to urgent cases of medical certificate All other applications, for leave from officers serving under local Administrations, should be forwarded, with the opinion of the local Administration, to the Government of India

XXI —All appointments, promotions, transfers, leave of absence, dates of departure on, and return from, leave, &c, will be reported to the Government of India They will also be notified in the official Gazette of the Province, or if there is no local Gazette, they will be notified in the *Gazette of India*

Secy of State No 71, dated 31st March 1866
Ditto ditto No 176, dated 31st July 1866.
Finl Dept. No 2284, dated 12th Sept. 1866

690. *Officers of the Geological Survey*—Officers of the Geological Survey Department have been classified as follows —

Designation	Minimum Salary	Maximum Salary	Annual increase.
Superintendent of the Geological Survey	Rs 1,250	Rs 1,500	Rs 50 The present incumbent, Dr Oldham, has been permitted to draw Rs 1,500 rising to Rs 2,000
4 Senior Assistants	„ 700	„ 1,000	Rs 50
4 Senior ditto	„ 500	„ 700	„ 50
8 Junior ditto	„ 300	„ 500	„ 50

Ditto ditto.

691 Increase of pay is not granted until an Officer passes the ordinary examination in the language of the country, viz, Hindustance by the 1st standard.

Ditto ditto No 202, dated 16th Jany. 1867.

692 Promotion to a higher grade in the Geological Survey Department depends on the qualifications and merit of the Officer concerned, and also on the existence of a vacancy in such grade But an Officer who, when promoted, had been drawing the maximum salary of the lower grade, will have his annual increase regulated at once by the number of years he was drawing the maximum salary of the lower grade, provided he can produce a certificate of qualification and good conduct. Thus, a Junior Assistant, drawing Rupees

500, if promoted after three years to the next higher grade, will at once draw Rupees 650, and not the minimum salary of such grade

693 The Subordinate Judicial and Executive Service is thus classified .— Subordinate Judicial and Executive Service

SUBORDINATE JUDICIAL SERVICE.

No	BENGAL	No	N W PROVINCES
	1st Class		*1st Class*
7	Subordinate Judges & Judges of Small Cause Courts, 1st grade Rs 1,000		
10	Do Do , 2nd grade „ 800	4	Subordinate Judges, 1st grade Rs 800
10	Do Do , 3rd grade „ 700	7	Do Do 2nd grade „ 600
15	Do Do , 4th grade „ 600	8	Do Do 3rd grade „ 500
	2nd Class		*2nd Class*
39	Moonsiffs, 1st grade „ 400		
78	Do. 2nd grade „ 300		
89	Do 3rd grade „ 250	23	Moonsiffs 1st grade „ 400
	Finl Dept No 3005, dated 12th Octr 1867.	23	Do 2nd grade „ 300
	Do Do No 1545, dated 20th March 1871	28	Do 3rd grade „ 200
	Ben Govt No 2183, dated 22nd May 1868.		Finl Dept. No 2486, dated 28th Decr 1868

SUBORDINATE EXECUTIVE SERVICE.

No	BENGAL	No	N W PROVINCES
10	Depy Magistrates and Depy Collectors 1st grade „ Rs 700	4	1st grade „ Rs. 800
17	Do Do , 2nd grade „ „ 600	6	2nd grade „ „ „ 600
27	Do Do , 3rd grade „ „ 500	15	3rd grade „ „ „ 400
40	Do Do , 4th grade „ „ 400	16	4th grade „ „ 250
45	Do Do , 5th grade „ „ 300		Finl Dept. No 410, dated 11th June 1868
46	Do Do , 6th grade „ „ 200		
	Finl Dept No 1545 ,dated 20th March 1871		

Extra Asst Commissioners

694 Extra Assistant Commissioners are classified as follows —

Bengal	N W Provinces	Punjab	British Burmah	Oudh	Central Provinces	Berars
1st Class 800 2nd Do 700 3rd Do 600 4th Do 500 5th Do 400 6th Do 300 7th Do 250 Finl D No 1938, dated 10th Aug 1867. Do Do No 680, dated 30th Jan 1869	1 Class 500 2 Do 400 3 Do 300 4 Do 250 Finl D No 3537, dated 13th Sept 1871	1 Class 1 grade 800 2 grade 700 3 grade 600 2 Class 1 grade 500 2 grade 400 3 Class 1 grade 300 2 grade 250 Punjab Govt dated 4th June 1868	1 Class 1 grade 400 2 grade 350 2 Class 1 grade 250 2 grade 200 3 Class 1 grade 150 2 grade 130 3 grade 125 4 grade 120 5 grade 100 Finl D No 3425 dated 9th Nov 1868	1 Class 600 2 Do 400 3 Do 250 Fin' Dt No 65, dated 7th Jan 1867	1 Class 500 2 Do 400 3 Do 300 4 Do 250 Finl Dt No 1535, dated 17th Mar 1868	1 Class 600 2 Do 500 3 Do 400 4 Do 300 5 Do 250 Finl Dt No 2842, dated 14th May 1868

Finl Dept No 2120, dated 8th Apl 1865

694. A Sub-Deputy Opium Agents are classified as follows —

	Rs	*Behar*	*Benares*
1st Grade	... 900	1	1
2nd do	... 800	3	1
3rd do	... 700	3	2
4th do	.. 600	2	2
5th do.	... 500	2	1

	Rs
Asst Sub-Deputy Agents, 1st Grade	.. 300
" " 2nd do	250
" " 3rd do.	... 200

695. Superior Officers of the Educational Department in the classified grades, draw salaries as follows — Educational Officers

Designation	Minimum salary	Maximum salary	Annual increase	
BENGAL.	Rs	Rs		
Director of Public Instruction	2,000	2,500	Rs 50	Finl Dept No 1212, dated 13th July 1865
Principal, Presidency College	1,250	1,500	1st year Rs 50	
Inspector of Schools, 1st grade			2 & 3 years Rs 100	
Principals of the Dacca and Hooghly Colleges	1,000	1,250	1 year Rs 50	Ditto ditto No. 795, dated 22nd Feb 1866
Two Inspectors of Schools, 2nd grade			2 & 3 years Rs 100.	
Two Professors, Presidency College, 1st grade				
Principals, Berhampore, Kishnagur and Patna Colleges	750	1,000	1 year Rs 50	Ditto ditto No 3182, dated 31st Oct. 1866.
Two Inspectors of Schools, 3rd grade			3 & 4 years Rs 75	
Four Professors Presidency College, 2nd grade				Ditto ditto date 31st Dec. 1866
Three Professors Hooghly College	500	750	Rs 50	
Two Professors, Dacca College				
Seven Assistant Professors, Presidency College				
1st Asst Professor, Calcutta Madrissa				
2nd Professors, Kishnagur College				
2 Ditto Patna College				
2 Ditto Berhampore College				
1 Inspector of Schools, 4th grade				
N W PROVINCES.				
Director of Public Instruction	2 000	2,250	Rs 50	Finl Dept. No 984, dated 1st June 1869
Inspector of Schools, 1st Circle	1,250	1,500	1 year Rs 50	
Principal, Benares College	1,000	1,250	2 & 3 years Rs. 100	
Inspectors of Schools, 2nd and 3rd Circle	750	1,000	1 & 2 years Rs. 50	
Principal, Agra College			3 & 4 years Rs 75	
,, Bareilly College				
Professors, Agra College	500	750	Rs. 50.	
,, Bareilly College				
,, Benares College				
PUNJAB.				
Director of Public Instruction	1,500	2,000	Rs 100	Ditto ditto
Two Inspectors of Schools	1,000	1,250	1 year Rs 50	
			2 & 3 years Rs 100.	
Principal, Lahore College	750	1,000	1 & 2 years Rs 50	
,, Delhi College			2 & 3 years Rs 75.	
One Inspector of Schools				
One Inspector of Schools	500	750	Rs 50.	
Professor, Delhi College				
,, Lahore College				

	Designation.		Minimum salary	Maximum salary	Annual increase.
	CENTRAL PROVINCES.		Rs	Rs	
Ditto Ditto.	Director of Public Instruction	..	1 250	1,500	Rs 50
	Two Inspectors of Schools	.	750	1,000	
	One Do do	..	500	750	
	BRITISH BURMAH				
	Director of Public Instruction	.	1,000	1,250	Rs 50.
	OUDH				
	Director of Public Instruction	.	1,000	1,250	Rs 50
	One Inspector of Schools	..	750	1,000	1 & 2 years 50 3 & 4 years 75
	One Do Do	.	600	750	Rs 50.
	BERARS				
	Director of Public Instruction		1,250	1,500	Rs 50
	One Inspector of Schools	.	750	1,000	,,

Finl Dept. dated 14th February 1860 Do do. No. 208, dated 31st March 1870.

696 Officers of the Education Department are required to pass in the vernacular language of the District in which they are employed before they are considered elegible for promotion.

N B—This rule is not applicable to Professors of English Colleges nominated in England, who, if they pass in one of the vernacular languages of the Presidency in which they are employed, are considered to have fulfilled the conditions of the rule—*Secretary of State No 10, dated 9th November* 1870; *Home Department No 483, dated 28th December* 1871.

Bengal Govt No 524 G. dated 13th June 1871.

697. The following rules have been laid down for the encouragement of the study of the Oriental languages, among European officers in graded classes of the Bengal Education Service, other than Covenanted Civil Servants or officers of the Army.

I —The languages for proficiency in which prizes will be given, with the amount of the prize in each case, are as follows.

Languages		Prizes on passing			
Urdu	...	..	Rs	1,000	With a certificate from the presiding Examiner, countersigned by the Director of Public Instruction
Persian	...	..	,,	1,000	
Bengalee	...	...	,,	1,000	
Sanskrit	...	...	,,	2,000	
Arabic	..	...	,,	2,000	

II —All graded European officers of the Educational Service are eligible for prizes in any of the languages abovementioned, except as hereinafter provided

III —An officer who has got the prize for Urdu, cannot have another for Persian or Hindi and *vice versa*, an officer who takes the prize for Persian or Hindi, will not be eligible for the one allowable for Urdu

IV —No candidate will be ordinarily permitted to appear more than twice for examination, but on the special recommendation of the examiners, a candidate may be allowed a third examination in any one language.

V —No officer will be permitted to present himself for examination in any of the languages after the expiration of seven years from the date of his first appointment to the educational service

VI —Officers who have passed the examination for high proficiency in any language under the rules of 31st March 1858 are not eligible to compete at an examination in the same language under these rules

VII —Examinations will be held on the first Monday in the months of January and July of each year, before the Board of Examiners at Calcutta Officers who are desirous of attending examinations should apply to this office (Bengal Secretariat) through the Director of Public Instruction, at least three months before the date of the examination

VIII —No educational officer will be permitted to receive rewards for passing in more than two languages —*Bengal Government notification, dated 8th July* 1872

IX —The following are the tests of the Examination

1*st* —Construing with readiness and accuracy from the undermentioned books

1	Urdu	...	(*a*)—Ikhwan-us-safa (*b*)—Nasr-i-Be Nazir (*c*)—Araish-e-Mahfil
2	Bengalee		(*a*)—Dasa Kumar Charita. (*b*)—Mahabharata (*c*)—Prabadh Chandrika
3	Persian	.	(*a*)—Gulistan (*b*)—Bostan (*c*)—Anwari Shoeilee
4	Sanskrit	..	(*a*)—Hito Podesah (*b*)—Rughuvansa (*c*)—Sakantola Nataka
5.	Arabic		(*a*)—Ikhwan-us-safa. (*b*)—Nafhat-al-yuman

2*ndly* —Translating into English, with accuracy, a passage from some tolerably difficult work, not among those mentioned.

3*rdly* —Translating a somewhat difficult passage from English with accuracy of grammar and spelling, and a fair amount of idiomatic style

4*thly* —Conversing (in the vernacular languages) with accuracy and tolerable fluency

Note.—The above rules have been sanctioned by the Government of India in the Home Department in No 368, dated the 19th September 1871, under the condition —that the standard adopted for each language be not lower than the high proficiency standard, that the rewards given be not higher than those offered to Covenanted Civil Servants for passing in the Oriental Languages in the same standard, that the old rule for giving rewards of Rupees 300, and 500, for two different standards of proficiency in the vernaculars cease to operate, and that the expenditure should be provided for in the Provincial Budget.—*Financial Department No.* 4079, *dated* 11*th October* 1871.

Postal Officers

698. Superior Officers of the Postal Department draw salaries as follows .—

Finl Dept. No 3160, dated 28th November 1868.

Secretary of State No. 425, dated 30th November 1867.

Finl Dept. No 736, dated 13th January 1868.

Ditto Ditto No 1859, dated 31st March 1871

Designation	Minimum	Maximum	Annual increase
Director General of Post Offices in India	3,000	3,000	
Deputy do do , 1st grade Post Masters General, Bengal and Bombay, 2nd grade	1,750	2,000	Rs 50
Do Masters do , Madras, N W P and Punjab	1,500	1,750	50
Compiler of Postal Accounts .	800	1 400	50
Chief Inspector, Central Provinces and British Burmah Post Masters, Calcutta and Bombay	600	800	50
Inspectors and Superintendents of Mail Cart, 1st grade	460	500	40
2nd grade	300	400	30
3rd grade.	250	300	
4th grade	200	200	

Sub-Divisional House rent

699 The following rules have been laid down for the grant of House-rent to Sub-Divisional officers in Bengal

Bengal Govt No 5289, dated 8th Oct 1868.
Finl Dept No. 809, dated 31st May 1869.

I An officer, whether Covenanted or Uncovenanted, appointed to the charge of a Sub-Division, is to be provided with a free house or house allowance in lieu of it

II Where there is no Government residence at the Sub-Division, he will draw, for the first three months, the daily allowance, viz , Rs 5 in the case of Covenanted and Rs 3 in the case of Uncovenanted officer After three months, he will draw Rs 50 a month until accommodation is provided for him

III If during the three months when the daily allowance is drawn, an officer leaves his Head-Quarters and marches in the interior of the District on duty, the daily allowance drawn in lieu of House-rent will cease, but he will be allowed Rs 50 a month in addition to mileage or daily allowance to which he may be entitled under the rules when out in camp

IV If an officer in charge of a Sub-Division vacates his residence for any extensive repairs or alterations to the building between the 1st April and the 1st of November, he will be entitled to the allowances which would be drawn by an officer of a Sub-Division at which there is no Government residence, *i e*, Rs 5 or 3 for the 1st three months and Rs 50 afterwards

V The P W Department will always endeavour to make repairs between the 1st of November and 1st of April when the Sub-Divisional officer can reside in his tent, and when he will draw no allowance unless he is out in the interior of the district on duty

VI When Assistant or Deputy Magistrate and Collectors are deputed to the interior on duties which enable them to make their temporary residence at a Sub-Division or elsewhere and which do not require constant marching about, they are to draw full travelling allowance according to the rates for the first month of their halts at one place and half rates for the 2nd and 3rd and subsequent months. After the 3rd month the halting allowance is to cease This will not interfere with their right to draw full mileage rates during the 2nd and 3rd and subsequent months for days on which they may be marching to make tours of inspection, &c.

BOOK IX.

PART II

UNCOVENANTED OFFICERS.

TRAVELLING ALLOWANCE

General Rules.

700 Uncovenanted officers when forced to travel on the public service not on substantive promotion, nor when transferred from one appointment to another at their own request, are allowed travelling allowance at 4 annas a mile by dak and 1½ anna by rail.

Finl. Dept. No. 5093, dated 10th Sept 1858

701. They are allowed travelling allowance when holding a substantive appointment, they proceed to act in a higher appointment as well as when they return to their substantive duties, and the allowance is drawn whether they are appointed to act at their own request or for the convenience of the public service.

Ditto ditto No 8297, dated 3rd July 1861. Ditto ditto No 1220, dated 8th Feby 1862.

702. An officer when first appointed by the Government of India or the local Government to a situation which he cannot join except by sea, is allowed a free passage, subject to the usual deduction on account of table money.

Ditto ditto No. 401, dated 24th January 1867.

Finl Dept. No. 860 dated 7th June 1866.

703. An officer whose salary does not exceed Rs 400 a month, who, in the natural course of his service, is promoted to a situation the salary of of which exceeds the salary of his late appointment by Rs 50, is entitled to travelling allowance for joining such appointment.

N B—In the case of progressive salaries, the salary which an officer may be drawing at the time of promotion shall be the test of his title to travelling allowance under this rule—*Finl Dept No* 3156, *dated* 19*th December* 1867

Ditto ditto No 14206, dated 26th Nov 1861.

704. An Uncovenanted officer, proceeding to join a new appointment on re-employment after having been thrown out of employ by the abolition of his appointment, is allowed travelling allowance.

Ditto ditto No 1467, dated 23rd July 1868.

705 An Uncovenanted officer above the rank of a Clerk, when proceeding on duty by sea is allowed a free passage under the terms and conditions, laid down for Covenanted Civil Servants under similar circumstances, vide paras 126 to 129

Ditto ditto

706. Warrant officers of all grades, Non-commissioned officers attached to Departments, Subordinate Accountants and Clerks, and their families when proceeding by sea, are allowed 2nd class accommodation including a screened berth. No deduction on account of table money is made

Ditto ditto No 2317, dated 29th July 1870.

707. An Uncovenanted officer obliged to leave his station to attend an examination, is not entitled to travelling allowance, for more than two oc-

casions of his proceeding to pass for each standard Travelling allowance on such occasion is admitted either, at 8 annas or 4 annas a mile by dak or 3 annas or 1½ anna by rail according to the rates ordinarily allowed for ordinary rapid journeys on duty If he is in the receipt of a fixed travelling allowance he may draw the mileage rate on surrendering the fixed allowance for the period of absence, and if he fails to pass on the 2nd occasion for one standard, he forfeits all travelling allowance for the period of his absence.

708 An officer in Bengal required to attend on public duty at an Agricultural Exhibition taking place in the division in which he is employed, draws travelling allowance

Bengal Govt No 2594, dated 21st May 1866.

709. An officer in Bengal who is required to do duty as a member of a Divisional Committee for the examination of Assistants, is entitled to mileage allowance for the distance travelled, if the examination is held at a place other than his own station and to daily allowance for the time spent at the station.

Ditto ditto No 4542, dated 14th Sept. 1868

710 An officer who draws travelling allowance at 8 annas a mile by dak is permitted to charge 3 annas a mile when travelling by rail; if 4 annas a mile by dak then 1½ anna a mile by rail.

Finl. Dept No 9892, dated 17th Nov 1869

711 An officer of one class appointed to officiate for another of a higher class, cannot draw a higher rate of travelling allowance than that to which

Ditto ditto No 716, dated 29th January 1870

his own class entitles him, while in transit to join the acting appointment.

Finl. Dept. No 3601, dated 16th Sept. 1871.

712 An officer who draws travelling allowance at mileage or daily rates, is not permitted to charge Government for ferry tolls.

N B—This rule is of general application.

Ditto ditto No 3507, dated 17th May 1872

713 The rule specifying the class of accommodation to be granted to Government servants when travelling free on duty by rail is as follows

1*st*—All officers drawing salaries not less than Rs 350 a month, shall receive ...	1st class accommodation
2*nd*—All officers drawing salaries less than Rs 350 a month and not less than Rs. 25 a month	2nd class ditto
3*rd*—All officers and servants drawing less than Rs 25 a month and not less than Rs 15 ..	Intermediate class do when available, otherwise 3rd class ditto
4*th*—All others	3rd class accommodation

N B—This rule is not applicable to Officers of the Army nor to Establishments subordinate to the Commander-in-Chief—*Finl Dept No* 1063, *dated* 12*th July* 1872

SPECIAL OR DEPARTMENTAL RULES.

Finl Dept No 6890 dated 31st May 1861 Ditto ditto No 11061, dated 5th Sept. 1861

714 *Officers of the Account Department.*—Officer attached to the Financial Department of accounts, when deputed to visit local treasuries draw *bond fide* travelling expenses and a deputation allowance not exceeding rupees 5 per diem

Ditto ditto No 5166, dated 16th Oct. 1863.

715. When transferred from one appointment to another, but not on substantive promotion or at their own request they draw 8 annas a mile by dak and 3 annas by rail.

716 The Inspector of local account offices while on inspection duty, draws travelling allowance like other officers of the Account Department deputed to visit local treasuries

Finl Dept. No 80, dated 4th Jany 1867

EDUCATIONAL OFFICERS.

717 The Director of Public Instruction, Bengal, draws travelling allowance at 8 annas a mile by dak, 3 annas by rail, and Rs 4 a day during halts to the extent of Rs 50 for each halt.

Ditto ditto dated 18th May 1855

718 The Director of Public Instruction, North-West Provinces (*Financial Department No.* 1039, *dated* 14*th February* 1872) Oudh (*Finl Dept. No* 1700 *dated* 31*st March* 1865) Punjab and the Central Provinces draw the same rates of travelling allowance as the Director in Bengal

719 The Director of Public Instruction, British Burmah, draws the same rates of travelling allowance as the Inspector of Prisons of that Province, vide para. 535.

Finl Dept. No. 453, dated 29th Jany 1866

720. The Director of Public Instruction, Hydrabad, and his Assistant draw travelling allowance at 8 annas a mile by dak and 3 annas by rail During halts they draw at Rs 7½ and Rs. 5 per diem respectively, provided they do not draw for more than 12 days at one place

Ditto ditto No. 3191, dated 31st Oct. 1866

721. Inspectors of Schools in Bengal draw the same rates of travelling allowance as the Director of Public Instructions.

Ditto ditto 18th May 1855. Secy of States dated 8th Feby 1860

Finl. Dept. No 862, dated 7th June

722 The Inspector of Indigenous Schools, Rajshahye Division, draws the same travelling allowance as other Inspectors of Schools in Bengal

Finl. Dept. No 8960, dated 24th Dec 1864

723 Inspectors of Schools in the N W Provinces and Joint and Assistant Inspectors of Schools, draw the same travelling allowance as Inspectors in Bengal

Ditto ditto.

724 The Inspector of Schools, Kumaon Circle, draws either 8 annas a mile or Rs 5 a day

Ditto ditto No. 893, dated 19th June 1865

725. Inspectors of Schools in the Cental Provinces and Punjab draw the same travelling allowance as Inspectors in Bengal.

Ditto ditto No 1087, dated 29th June 1864

726 Inspectors of Schools in Oudh whose salary exceed Rs 300 a month the same as Inspectors in Bengal, (but if their salaries are less than Rs 300 a month, they draw 4 annas a mile by dak, 1½ anna by rail or Rs 3 per diem —*Financial Department No.* 2770, *dated* 16*th October* 1856)

Ditto ditto No. 3131, dated 31st Oct 1868. Ditto ditto dated 27th Jan 1869

727. Inspectors of Schools, Hydrabad, draw 8 annas a mile by dak and 3 annas by rail and Rs. 5 per diem during halts, but not for more than 12 days at one place.

Home Dept. dated 16th Jan. 1859 Finl Dept No 7053, dated 21st May 1861

728. Deputy and Sub-Deputy Inspectors of Schools in Bengal draw 4 annas a mile by dak, 1½ anna by rail and 1 Rupee during halts, mileage and halting rates cannot be drawn for one and the same day.

N B —Halting and milenge rates can be drawn for one and the same day if an Officer stops for at least 24 hours at one place, whether that time constitutes one calendar day, or part of two days —*Bengal Government No.* 6133, *dated* 12*th November* 1868

729. Sub-Deputy Inspectors of Schools, Kumaon and Gurwhal, draw at 8 annas, and Sub-Deputy Inspectors, Ajmere, 4 annas per diem. Finl Dept. No 1937, dated 18th April 1868.

730. Deputy Inspectors of Schools, Oudh, draw travelling allowance at an average of Rs 20 per mensem. Ditto ditto No. 1228 dated 9th March 1867

731 Officers of the Education Department in Bengal are entitled to travelling allowance at 8 annas a mile by dak or 3 annas by rail when proceeding to pass an examination in the Colloquial Vernacular of the district in which they are employed. Finl Dept. No 914, dated 14th March 1863.

732. If appointed by the Secretary of State in England Educational Officers are entitled to travelling allowance for joining first appointments from Calcutta, as their service dates from the day on which they report themselves to the authorities at Calcutta. Ben Govt. No 2289, dated 6th May 1858

733 School Masters in the Punjab, when transferred from one appointment to another, draw travelling allowance as follows — Finl Dept No 1171, dated 28th Feb 1868.

If their salaries amount to Rs 100 a month ..	4 annas a mile.
If less than Rs 100, but not less than Rs 50	3 annas a mile
If less than Rs. 50 a month ...	2 annas a mile.

Finl Dept. No 561, dated 31st Jan 1871

734. *Judicial Officers* —Judges of Small Cause Courts in Bengal, when required to perform the duties of two Courts, draw, when the distance between the two Courts is traversable by rail, actual travelling expenses and fare for a servant, and where there is no railway, Rs 5 a day for the number of days occupied in the journey.

Govt of Bengal No 945, dated 4th May 1860

735 Subordinate Judges, when on duty in the interior of their districts, draw 4 annas a mile or Rs 3 per diem

Finl Dept No 7370, dated 31st Dec 1858
Ditto ditto No 4165, dated 25th Sept 1857

736 *Deputy Magistrates and Deputy Collectors* —Deputy Magistrates and Deputy Collectors of all grades draw travelling allowances at 4 annas a mile by dak or 1½ anna by rail or Rs. 3 a day, when they proceed into the interior of Districts on duty.

Beng Govt No 1833 dated 7th Oct. 1863.

737 When deputed from a distance in the interior of a District to take charge of a Magistrate's Office they draw 8 annas a mile

Beng Govt No 2261, dated 8th Oct. 1858
Ditto ditto No. 780, dated 5th Nov 1856

738 Deputy Collectors employed in the Soonderbuns, draw travelling allowance at Rs 3 per diem in addition to a boat allowance of Rs 100 a month, which is passed during certain months of the year

Ditto ditto No 257 dated 10th Feb 1857

739 The Commissioner of the Soonderbuns draws when travelling, Rs. 3 per diem in addition to a boat allowance of Rs 100 a month.

740. Assistants to Commissioners of Revenue and Circuit in Bengal draw travelling allowance like Deputy Magistrates and Deputy Collectors, viz, 4 annas a mile by dak, 1½ anna by rail or Rs 3 a day — Finl Dept No 4265 dated 25th Sept 1857.

741 *Extra Assistant Commissioners*.—Extra Assistant Commissioners in the Non Regulation Districts of Bengal other than those in Assam, and Cachar, draw travelling allowances at 4 annas a mile or Rs 3 per diem — Govt of Ben, dated 15th June 1859

742 Extra Assistant Commissioners in Assam draw 8 annas a mile or Rs 5 per diem — Finl Dept No 1159, dated 3rd July 1865.

743. Extra Assistant Commissioners in Cachar draw 8 annas a mile or Rs 5 a day. — Ditto ditto No 1709, dated 23rd June 1870

744 Extra Assistant Commissioners in the Punjab and Central Provinces draw 4 annas a mile or Rs. 3 a day — Ditto ditto dated 20th June 1859

745 Extra Assistant Commissioners in British Burmah above the class of Myo-okes, draw 4 annas a mile or Rs 3 a day, while those of the class of Myo-okes draw at $\frac{3}{10}$ths of salary. — Ditto ditto No 2278, dated 5th Sept 1864.

746 Extra Assistant Commissioners in Hydrabad draw travelling allowance at Rs 5 per diem — Ditto ditto No 1539, dated 2nd March 1865

747 *Tehsildars*.—Tehsildars in the Central Provinces moving about in their own Pergunnahs with Settlement Officers, draw travelling allowance at 3-10ths of salaries — Finl Dept, dated 13th July 1863

Bd of Rev., N W P dated 8th April 1867

748 Tehsildars and Peshkars in the N. W Provinces, when employed in field operations connected with settlement duties, draw at 3-10ths of their salaries.

Govt N W P, dated 22nd March 1856

749 Tehsildars in the N W Provinces, proceeding to be examined by a Divisional Committee, with a view to the exercise of full powers of a Deputy Magistrate and Deputy Collector, draw travelling allowance at 4 annas a mile.

Fin1 Dept., No 2060, dated 19th July 1871

750 The Tehsildar of Khoordah in Cuttack, exercising the powers of a Deputy Collector under Act IX of 1833, draws Rs. 3 per diem

Ditto ditto No. 3888, dated 31st Oct 1867
Ditto ditto No 3258, dated 31st Dec 1867

751. *Customs Officers*—Collectors of Customs in the Line in the Central Provinces, the Punjab and the N. W. Provinces, draw travelling allowances at Rs. 5 per diem and mileage at 8 annas, when compelled to make a rapid journey

Ditto ditto No. 2581, dated 16th Sept. 1867.

752 The Assistant Commissioner of Customs, Oudh, draws 8 annas a mile by dak, 3 annas by rail or Rs 5 per diem.

Ditto ditto No 744, dated 31st May 1869
Ditto ditto No. 271, dated 16th Aug 1869
Ditto ditto No 3194, dated 17th Dec 1869

753. A Customs Patrol, who is not stationed at the Head Quarters of the Collector to whom he is subordinate, if required to proceed thither during the absence of the Collector in the interior, draws travelling allowance either at Rs 3 per diem for the period of absence or 4 annas a mile and 1½ anna by rail for the distance travelled

Forest Officers

754 The Inspector-General of Forests, when travelling on duty by steamer, railway or dak, draws travelling allowance like other officers in the Civil Department on equivalent pay, and when actually in the forests, an allowance of Rs 15 a day to cover all expenses in Camp. Fin! Dept No. 4789, dated 31st Oct 1871

755 The following rules have been laid down by the Government of India in the Financial Department (No 2896, dated 10th October 1864) regarding the travelling allowance of Forest Officers in supercession of former orders Forest Standing Orders P W. Dept No 1 of 1864

I. All travelling allowance will be drawn as a daily allowance to be reckoned for the whole period of absence on duty from head-quarters under proper authority

II. The following rates are hereby fixed for the several grades of Forest Officers

Conservator			Rs	6	per diem
Deputy	...	...	„	5	„
Assistant	...	...	„	4	„

Mileage rates will no longer be drawn

N B.—The Assistant Conservator of Forests, Coorg, draws Rs 8 a day —*Financial Department No 2783, dated 5th October* 1868

III Subordinates of the Forest Department, who are not excluded from the receipt of travelling allowances under existing practice, will be entitled, when absent from their head-quarters on duty, to an addition of four tenths of their fixed salaries

IV In the case of Forest subordinates, the Conservator may pass the *bonâ fide* expenses incurred while travelling on duty in lieu of the daily allowance, but the daily allowance cannot be drawn for the period covered by the special allowance

V. Whenever elephants are available, one animal may, at the discretion of the Local Government, be allowed to each Forest officer free of charge, for his personal use when on duty, but the whole of the charge for any additional number so allowed, must be borne by the officer using them This is not to be understood as preventing the employment of elephants by Forest Officers in any professional operations in the Forest in which their use is required, in the performance of the duty or the safety of the persons engaged in it In all such cases, they will be supplied at the charge of Government

VI The claims of Forest Officers when proceeding on public duty by steamer, railway, or dak, will be dealt with, under the ordinary Civil rules That is to say, Conservator, Deputy Conservators and Assistant Conservators will be entitled to.

Ship or Steamer	Actual passage money (if reasonable)	Subject to deduction for table money as in fare.
Railway ..	3 annas a mile	
Dak ..	... 8 „	

In the case of persons of inferior grades the allowance for Railway travelling will be 1½ anna per mile Charges of this description must be supported by the (counter-signature and check of the Conservator instead of the Local Government (Standing Order No 4) When travelling by ship or steamer, they are entitled to 2nd class passage free of deduction on account of table money—*Financial Department No* 2630, *dated* 30*th September* 1868

Note.—Daily allowance in addition to mileage rates is allowed if an officer's Camp is absent from head-quarters Mileage in such cases is allowed for the distance between the Camp and head-quarters —*Financial Department No* 1457, *dated* 20*th March* 1867, *and No* 2660, *dated* 30*th September* 1868.

VII Tents will be allowed for the private use of Forest Officers Necessary charges for the transport of office tents, records &c, will be dealt with under the ordinary Civil Rules by the Local Government

VIII. All bills submitted by officers under the rank of Conservator must be accompanied by a diary, showing the duties performed and the places visited during the period for which the allowances are claimed, and must be attested by the Conservator or some other officer speci-

ally authorized by the Local Government, who shall certify at foot of the bill, that the claimant is, to the best of his belief, entitled to the sum named (or otherwise) as the case may require

Bills of the Conservator will be supported by a diary of places visited and a statement that the journeys were performed on the discharge of public duty.

Postal Officers

756 Officers of the Post Office Department draw travelling allowance under the following rules — Finl. Dept. No 1418, dated 28th Feb 1870.

1 —There are two distinct kinds of travelling allowances, *viz* (1), travelling allowances drawn while on tour or inspection duty by those whose position requires them so to travel, and, (2), travelling allowances drawn on occasions of deputation or transfer from one station to another Each of these two kinds of travelling allowances will be treated of under separate heads

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TRAVELLING ALLOWANCES DRAWN WHILE ON TOUR OR INSPECTION DUTY BY THOSE WHOSE POSITION REQUIRE THEM SO TO TRAVEL.

2 —Definitions and explanations

(1). A journey entitling to allowances must be undertaken in the performance of official duties

(2) The journey must be for a greater distance than 5 miles beyond the boundary of the officer's station, or from his ordinary residence (permanent or temporary), or from his standing camp

(3) An officer, while officiating in an appointment, is entitled to travelling allowances equally as in the case of one holding the appointment substantively.

(4) When an officer, travelling at the rate of 20 miles a day or more, shall stop eight hours or more of one day between the hours 6 A M and 6 P M at one station (other than his head-quarters) in the per-

formance of the duty of his appointment, he shall be considered to have made a halt, becoming thereby entitled to draw the haltage allowance for that day in addition to mileage.

(5). Any place other than the head-quarters of his appointment at or from which an officer is allowed to do the duties of that appointment without a title to travelling allowance during his stay there, is his temporary residence.

(6). The allowances provided in the rules are intended to cover all expenses of travelling including the provision of tents or boats, or other travelling equipage.

3. Officers whose position requires them to proceed on tour or inspection, are classed for the purpose of these rules as follows:—

1st Class	...	Post Masters General. Chief Inspectors.
2nd Class	...	A. Inspectors. B. Railway Inspectors. Superintendents of Mail Carts. Assistant Superintendents.
3rd Class	...	A. City Inspectors. B. Sub-Inspectors.
4th Class	...	Clerks required to accompany their superiors on tour.
5th Class	...	Office servants ditto ditto.

4. Post Masters General and Chief Inspectors (1st Class) proceeding on tour, will draw travelling allowances as follows:—

(*a*). *When travelling at the rate of* 20 *miles a day or more.*

	With free seat in railway or postal conveyance.	Without free seat.
(1).—For journeys or portions of journeys by road.	4 annas a mile.	8 annas a mile.
(2).—For journeys or portions of journeys by rail.	The cost of a first class ticket.	
(3).—While halting in the performance of duty.	Rs. 6 per diem for the first 10 days at each place.	

(*b*). *When travelling at a less speed than* 20 *miles a day.*

Rs. 6 per diem, including halts in the performance of duty, provided that the halt at any one place does not exceed 10 days.

(*c*). *See Rates.—See General Rules in para.* 12.

5 —Inspectors (2nd Class, A) will draw travelling allowances as follows —

(a). While travelling at the rate of 20 miles a day or more.

	With free seat in railway or postal conveyances	Without free seat
(1) —For journeys or portions of journeys by road	2 annas a mile	4 annas a mile
(2) —For journeys or portions of journeys by rail	The cost of a 1st class ticket.	
(3) —While halting in the performance of duty	Rs 4 per diem for the first 10 days at each place	

(b) While travelling at a less speed than 20 miles a day

Rs 4 per diem, including halts in the performance of duty, provided the halt at any one place does not exceed 10 days.

(c). See Rates —See General Rules in para 12.

6 —Railway Inspectors, Superintendents and Assistant Superintendents (2nd Class, B) will not draw any mileage allowances when travelling by railway or postal conveyance, but will be entitled to an allowance of Rs 5 per diem for the period that they may be absent on inspection on such lines, provided that the halt at any one place does not exceed 5 days (or 10 days under the special leave of the Post Master General) When travelling otherwise than by railway or postal conveyance, owing to no such conveyance being available (as sometimes on horsed lines without mail carts), such officers will draw allowances at the same rates as prescribed for inspectors in para 5

7—City Inspectors (3rd Class, A) who without being deprived of shelter, are required to move daily or frequently to a greater distance than they can easily travel on foot, will draw ordinary horse allowance at Rs 20 per mensem, unless that sum is insufficient to cover the necessary expenses of travelling, in which case Rs 30 per mensem may be given under the sanction of the Director General

8 —Sub-Inspectors (3rd Class, B) will draw travelling allowance at Rs 2 per diem while on the march, provided that not more than a week is spent at any one place

9.—Clerks (4th Class) when accompanying their superiors on tour will be allowed a monthly addition of 30 per cent. to their salaries, together with a free seat by mail cart or van, or where such conveyances are not available, 4 annas a mile In cases where it may be shown that the abovementioned mileage allowance does not cover the actual cost of conveyance, the actual charge may be passed under the special orders of the Director General.

But when travelling by rail or by sea, the monthly addition to salary above referred to will not be allowed, a free 2nd class pass, together with a money allowance equal to 2nd class fare, being given in lieu for transit by rail and transit by sea being regulated by the general rules indicated in para 12

10.—Office servants (5th Class) accompanying their superiors on tour, will be allowed a monthly addition of 30 per cent to their salaries, with a free pass by rail (3rd class) or postal conveyance, or where such conveyances are not available, 1 anna a mile Transit by sea for office servants will be regulated by the general rules in para 12.

NOTE.—*See para 713 regarding the rule for Railway accommodation to public Officers while travelling on duty by rail.*

TRAVELLING ALLOWANCES DRAWN ON OCCASIONS OF DEPUTATION OR TRANSFER FROM ONE STATION TO ANOTHER

11.—An officer deputed or transferred from one station to another can receive travelling allowances only in the following cases, *viz*,—

(1) When he is deputed to officiate in another station, or after officiating, he is ordered back to the station to which he is substantively attached

(2). When he is permanently transferred from one station to another, provided that the transfer is made irrespective of his wishes, and is unaccompanied by promotion, or (when the officer is promoted from a salary not exceeding Rs 400 per mensem), provided that the transfer is accompanied by an increase not exceeding Rs 50 per mensem

In the case of an officer transferred while on leave, the travelling allowance will be calculated either from his old station or from the place

where he receives the order appointing him to a new station, whichever may be the least expensive to Government

The scale of allowances will be as follows —

1st Class	Post Masters General, Compiler of Post Office Accounts, Chief Inspectors, Presidency Town Post Masters	For the whole distances travelled by road or rail at the mileage rates given in para 4 clauses *a* (1) and *a* (2) for sea transit at the rates given in para 12
2nd Class	Inspectors, Railway Inspectors, Superintendents of Mail Carts, Assistant Superintendents and Post Masters drawing Rs 150 or upwards	For the whole distances travelled by road or rail at the mileage rates given in para 5 clauses *a* (1) and *a* (2) and for sea transit at the rate given in para 12
3rd and 4th Classes	City Inspectors, Sub-Inspectors Deputy Post Masters Clerks and all others drawing less than Rs 150 per mensem, not being office servants or of a menial grade	Same rates as provided in para 9, except that the 30 per cent allowance will not be given The Director-General may withhold travelling allowance from an officer transferred for misconduct.

When an officer is deputed or transferred from one station to another, the new appointment being of a different class from the former appointment, the travelling allowances (if any are claimable) will be according to the scale prescribed for the lower of the two classes.

GENERAL RULES FOR SEA TRANSIT.

12 —Where free passages are obtained under contract in local mail steamers, no allowances will be given In other cases the allowances will be regulated by the following rules, *viz*,—

It his rank is higher than that of Clerk, and his salary amounts to or exceeds Rs 1,000 per mensem	Cost of a 1st class passage, and of passage for three servants, less table money, from the date on which the officer takes his first, to that on which he takes his last, dinner meal on board, computed at the rate of Rs 8 a day on a vessel in which the cost of a passage includes, or of Rs 4 per diem in vessels on which it does not include, the charge for wine, beer, spirits and soda-water

If his rank is higher than that of Clerk, and his salary exceeds Rs 600, but is less than Rs 1,000 per mensem.	Cost of a 1st class passage, and of passage for two servants, (see para. 127, page 36) less table-money at the rates mentioned above, from the date on which the officer takes his first, to that on which he takes his last, meal on board
If his rank is higher than that of Clerk, and his salary does not exceed Rs 600 per mensem	Cost of a 1st class passage *plus* cost of passage of two servants, *minus* table-money from the date on which he takes his first, to that on which he takes his last, meal on board, at half the rates mentioned above
If he be a Clerk or an officer of no higher rank	Cost of a 2nd class passage, and of passage for servants, (see para 127, page 36) and of freight on luggage within the limits prescribed by the rules of the Quarter Master General's Department at the port of embarkation

The Chief Inspector of Post Offices in British Burmah draws travelling allowance at 1 Rupee a mile for inland travelling, actual expenses when proceeding by sea or River Steamers, Rs 10 a day as halting allowance for the first week and half of that rate for the 2nd week when detained at stations away from Rangoon —*Financial Department No.* 1022, *dated* 28*th February* 1866

RULES RELATING TO PREPARATION AND SUBMISSION OF BILLS, &C

13 —Claims to allowances will be submitted and vouched as follows —

(1) Claims of Post Masters General and Chief Inspectors (1st Class) under rule 4, will be vouched by statements of the places visited, with the date of arriving at and quitting each place, and of the distance travelled (where mileage rates are charged), with a certificate that the journeys and halts were made in the discharge of public duty Where sea rates are claimed, the steamer bill must be submitted as vouchers The bills must be submitted to the Director General, and will not be passed unless he shall have received in ordinary course weekly diaries showing the duty performed and the results of the inspection on each day

(2) Claims of Inspectors, &c (2nd Class), under rules 5 and 6, will be vouched by similar accompaniments The bills must be submitted to the Post Master General, and will not be passed unless he shall have received in ordinary course the prescribed inspection reports, and be satisfied therefrom that the inspection has been usefully and properly carried out without either unnecessary delay on the one hand, or over-rapid and expensive travelling on the other In dealing with mileage claims, it will be remembered by Post Masters General that an Inspector's duties do not ordinarily necessitate more than short journeys in one day from office to office, and that long and expensive journeys require specific explanation Any habit of halting for a longer period than is necessary should, of course, be checked

The bills will be payable on being passed, in the cases of Post Masters General and Chief Inspectors, by the Director General, and, in other cases by the Post Master General, subject to post audit

3 Claims of City Inspectors (3rd Class) to horse allowance under rule 7, will be decided by the Director General, under whose sanction the monthly bills may be passed under the same conditions in respect of audit as the salary of the officer

(4) Claims of Sub-Inspectors (3rd Class) under rule 8, will be vouched by statements of the places visited, with the date of arriving at and quitting each place The bills will be scrutinized by Inspectors, and forwarded by them to the Post Master General for countersignature, accompanied by such remarks as may be necessary

The bills will be payable on being passed by the Post Master General subject to post audit

(5) Claims of Clerks (4th Class) and office servants (5th Class) under rules 9 and 10, will be passed by Post Masters General subject to post audit, the Director General passing the claims of his own Clerks and servants

(6) Claims to allowances on occasions of transfer or deputation under the rule 11, will be submitted and vouched as follows —

Post Masters General and Chief Inspectors	1st Class —In the same way as prescribed in clause 1 above
Inspectors, Railway Inspectors, Superintendents of Mail Carts, Assistant Superintendents and Post Masters drawing Rs 190 or upwards	2nd Class —In the same way as prescribed in clause 1 above
City Inspectors, Sub-Inspectors, Deputy Post Masters, Clerks, and all others drawing less than Rs 150 per mensem, not being office servants, or of a menial grade	3rd & 4th Classes —In the same way as prescribed in clause 5 above

Special rules for travelling allowances in the Post Office Department (Supplementary to the General Rules).

The following rules may, in special cases, and under special explanation of circumstances, be applied

(1) —An officer of the 1st or 2nd Class travelling by rail on tour or inspection duty, is permitted to charge the actual cost of carriage of such tents and horses as he is really obliged to carry with him, but in no case will more than two horses (in the case of a 1st Class officer) or one horse (in the case of a 2nd Class officer), be permitted to be thus carried, and, under ordinary circumstances, all horses should be sent to their destination by the ordinary roads, and the inability to do this, as well as the necessity of carrying the horses, must be explained to the satisfaction of the officer passing the bill

(2) —When an officer of the 1st and 2nd Class, being on tour or inspection duty, is obliged to leave his camp standing, and make a journey by post or rail, he may draw halting allowance for his standing camp in addition to the mileage allowance claimable for the journey, and the fact of his camp being moved from one place to another during his absence, will not prejudice his title to both allowances. This rule extends also to cases in which he may travel by rail, and necessarily send his tents by carts, but when a railway is available for the tents,

they must be sent by rail, the expense being charged as provided in rule 1 above.

(3)—Haltage may also be drawn specially at full (or half) rates beyond the ordinary period of ten days by an officer of the 1st and 2nd class when it may be shown to have been absolutely necessary for him to remain for a longer period, and to maintain his full (or half) proportion of camp equipage, with carriage for it complete, or to continue to pay the full (or half) hire of a boat, or the hire of a full (or half) set (8) of palkee bearers

(4)—When extra conveyance is necessary for public property, the *bonâ fide* expenses may be passed as a contingent charge, but this rule does not apply to expense incurred in conveying or protecting such public records, stationery, books, &c, as an officer usually carries with him without requiring any separate means of conveyance or extra protection

(5)—When an officer, being on tour or inspection duty has to pass through and spend a few days (not ordinarily exceeding two or three days, or in any case 10 days) at his head-quarters, maintaining all the while his standing camp and camp equipage, such stay may be reckoned as a halt entitling to haltage allowance, provided that special explanation is given of the circumstances, and that the officer passing the bill is satisfied of the reasonableness of the claim

(6)—The rates given in para 5 of the rules for the allowances of Inspectors, may be increased from 2 annas and 4 annas (mileage) to 2½ annas and 5 annas, and from Rs. 4 (per diem) to Rs 5 in the case of Supernumerary Inspectors, or Inspectors specially deputed beyond the limits of their own divisions But this will only be allowed under special orders, where the circumstances of the case may render the ordinary rate clearly insufficient

757. *Opium Department*—Opium Agents draw travelling allowance as indicated in para 148

758 Sub-Deputy Opium Agents draw Rs. 5 per diem, or 8 annas a mile while employed within their districts. Finl. Dept., dated 31st Dec. 1852

(6) Claims to allowances on occasions of transfer or deputation under the rule 11, will be submitted and vouched as follows —

Post Masters General and Chief Inspectors	1st Class —In the same way as prescribed in clause 1 above
Inspectors, Railway Inspectors, Superintendents of Mail Carts, Assistant Superintendents and Post Masters drawing Rs 190 or upwards	2nd Class —In the same way as prescribed in clause 1 above
City Inspectors, Sub-Inspectors, Deputy Post Masters, Clerks, and all others drawing less than Rs 150 per mensem, not being office servants, or of a menial grade	3rd & 4th Classes —In the same way as prescribed in clause 5 above

Special rules for travelling allowances in the Post Office Department (Supplementary to the General Rules).

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(2) —When an officer of the 1st and 2nd Class, being on tour or inspection duty, is obliged to leave his camp standing, and make a journey by post or rail, he may draw halting allowance for his standing camp in addition to the mileage allowance claimable for the journey, and the fact of his camp being moved from one place to another during his absence, will not prejudice his title to both allowances This rule extends also to cases in which he may travel by rail, and necessarily send his tents by carts, but when a railway is available for the tents,

they must be sent by rail, the expense being charged as provided in rule 1 above

(3) —Haltage may also be drawn specially at full (or half) rates beyond the ordinary period of ten days by an officer of the 1st and 2nd class when it may be shown to have been absolutely necessary for him to remain for a longer period, and to maintain his full (or half) proportion of camp equipage, with carriage for it complete, or to continue to pay the full (or half) hire of a boat, or the hire of a full (or half) set (8) of palkee bearers

(4) —When extra conveyance is necessary for public property, the *bonâ fide* expenses may be passed as a contingent charge, but this rule does not apply to expense incurred in conveying or protecting such public records, stationery, books, &c, as an officer usually carries with him without requiring any separate means of conveyance or extra protection

(5) —When an officer, being on tour or inspection duty has to pass through and spend a few days (not ordinarily exceeding two or three days, or in any case 10 days) at his head-quarters, maintaining all the while his standing camp and camp equipage, such stay may be reckoned as a halt entitling to haltage allowance, provided that special explanation is given of the circumstances, and that the officer passing the bill is satisfied of the reasonableness of the claim

(6) —The rates given in para 5 of the rules for the allowances of Inspectors, may be increased from 2 annas and 4 annas (mileage) to 2½ annas and 5 annas, and from Rs 4 (per diem) to Rs 5 in the case of Supernumerary Inspectors, or Inspectors specially deputed beyond the limits of their own divisions But this will only be allowed under special orders, where the circumstances of the case may render the ordinary rate clearly insufficient.

757. *Opium Department*—Opium Agents draw travelling allowance as indicated in para 148

758 Sub-Deputy Opium Agents draw Rs. 5 per diem, or 8 annas a mile while employed within their districts. Finl Dept, dated 31st Dec. 1852.

759 The Surveyor of the Benares Opium Agency draws 4 annas a mile by dâk, or 1½ annas by rail, or Rs. 3 per diem.

Board of Rev L P, dated 24th Dec. 1855

760 Officers in the Opium Department draw travelling allowance at 8 annas a mile by dâk, or 3 annas by rail, when proceeding to pass examination.

Ditto ditto No 2569, dated 14th Sept. 1867

761 *Geological Survey Department*—The Superintendent of the Geological Survey draws travelling allowance at Rs 300 a month, and horse allowance at Rs 60.

Finl Dept. No 1508, dated 23rd March 1865

762 Deputy and Assistant Superintendents draw Rs 100 a month as travelling allowance, and Rs. 30 as horse allowance They draw besides Rs 5 and Rs 4 a day respectively when out on duty, and when proceeding to or returning from field duty, they draw actual expenses in lieu of the daily allowance, whether they travel by rail, dâk, or steamer, provided the distance traversed is more than 200 miles

Finl Dept No 2966, dated 18th Oct. 1865

763 *Recorder of Rangoon*—The Recorder of Rangoon is allowed in addition to a free passage Rs 10 per diem while absent from Head Quarters on duty, excluding the period occupied in his passage to and fro

Ditto ditto No 2585, dated 14th Dec 1867.

764 *Government Advocate, Punjab.*—The Government Advocate in the Punjab draws travelling allowance at 8 annas a mile by dâk, and 8 annas by rail, or Rs. 5 a day for the period of absence on duty.

765 The Deputy Registrar of the Chief Court, Punjab, draws travelling allowance at 3-10ths of salary not exceeding Rs. 150 a month

Finl Dept. No. 2032, dated 19th July 1869.

766 *Sub-Registrars of Assurances* —Sub-Registrars of Assurances in Bengal, when in charge of two or more Sub-Districts, are entitled to a fixed travelling allowance of Rs 50 a month, if the Sub-Registry Officers are not situated on a line of Railway, if they are, the allowance is limited to Rs 25 a month.

Bengal Govt. No 5637, dated 19th October 1867

767 *Meteorological Reporter* —The Meteorological Reporter to the Government of Bengal, when visiting Meteorological Station in the Mofussil, draws travelling allowance like an Inspector of Schools in Bengal—vide para. 721

Bengal Govt. No 5393, dated 11th November 1868

768 Meteorological Observers travelling in Bengal, receive 2 annas a mile like Native Doctors—vide para 555

Finl Dept. No 3272, dated 8th Sept. 1869

769 The Superintendent of Stamps and Abkaree in Oudh draws 8 annas a mile and Rs 5 a day during halts, if he halts at one place more than a fortnight, the halting allowance is reduced by half.

Ditto ditto, dated 25th Augt. 1862.

770 The Surveyor of Distillery Department in Calcutta Collectorate draws Rs 5 per diem, while inspecting Distilleries

Bengal Govt. No 239[illegible] dated 20th June 1865.

771 *Marine Officers* —The Master Attendant and his Assistants at Calcutta draw Rs 8 a day when going down the river on Government vessels for mess allowance.

Finl Dept No. 3881, dated 10th May 1862
Ditto ditto, dated 24th June 1853.

Finl Dept, dated 20th June 1864.

772 The Master Attendant at Moulmein draws actual expenses instead of Rs 8 a day when deputed on marine duty.

Government of India, Marine Department, No 7, dated 9th Sept 1867

773. Marine officers are entitled to a free passage when proceeding on duty by sea, they are compelled to return to their own port on medical certificate

Bengal Government No 3876, dated 6th August 1868.

774 The Conservator and Assistant Conservator of the Port of Chittagong draw Rs. 1⅛ a day while absent on duty from the Port.

Government of Bengal No 1560 of 1861.

775. *Protectors of Emigrants and Laborers.*—The Protector of Emigrants and Superintendent of Labor Transports, draws Rs 60 a month as conveyance allowance

Ditto ditto.

776. The First Assistant to the Superintendent of Labor Transport draws Rs. 25 a month.

Ditto ditto

777. The Inspector of Labor Transport draws Rs 22½ a month

Ditto ditto

778. The Medical Inspector of Labor Transport draws Rs 60 a month

Bengal Government No 5064, dated 10th December 1867

779. The Protector of Laborers, Upper Assam, draws travelling allowance at Rs 10 a day while actually travelling.

Home Department No 541, dated 19th July 1845

Bengal Government, dated 29th August 1859

Ditto ditto, No. 2060, dated 22nd May 1860.

780. *Ministerial Officers and Clerks.*—Ministerial officers accompanying their superior on duty draw travelling allowance at 3-10ths of their salaries; but when required to make a rapid journey by dâk, they draw 4 annas a mile and 3-10ths of salary during halts.

781 Ministerial officers in the Tenasserim and Martaban Provinces are allowed 8 annas a mile and 3-10ths of salary during halts, but when provided with a free passage in Government vessels they draw Rs. 3 a day as mess money or 3-10ths of salary. Home Department, dated 16th August 1845 Finl Department, dated 28th March 1861

782 Clerks accompanying the Commissioner of Revenue and Superintendent of Tributary Mehals, Cuttack, on circuit, draw 4 annas a mile. Bengal Government, dated 23rd April 1863

783 Amlahs accompanying the Judges of Tipperah, Rungpore and Cuttack on sessions duty, receive actual expenses and 3-10ths of salary during halts Finl. Department No 889, dated 8th February 1866

784. Office establishments of public officers in the Punjab proceeding on duty from Lahore to Murree are entitled to travelling allowance admissible to them while proceeding with their superiors in any other direction, but when proceeding with the Lieutenant Governor to Simla, they (officers and establishments) draw like officers required to proceed with the Government of India to Simla—vide para 184 —*Financial Department No.* 464, *dated* 29*th June* 1872. Finl Department No. 853, dated 9th July 1868

785 Uncovenanted servants drawing less than Rs 100 a month when transferred from one appointment to another are placed in the same footing as regards pay and travelling allowance as those on Rs. 100 a month and upwards. Ditto ditto No 3733, dated 14th August 1863.

786 Ministerial officers in the Punjab transferred from one district to another draw travelling allowance at 2 annas a mile. Punjab Government, dated 15th Oct. 1860

Finl Department No, 8309, dated 28th December 1869.

787 (*a.*)—Ministerial officers in the Cooch Behar Division when accompanying their superiors on duty draw travelling allowance at 2 annas a mile for the distance travelled and halting allowance as follows —

3-10ths of salary if drawing more than Rs 50
½ if drawing Rs 35 to ... „ 50
⅔rd if drawing less than ... „ 35

Ditto ditto No 1970, dated 18th April 1867

787 (*b*)—A Clerk other than the Head Clerk in charge of the Camp office of the Agent Governor General for Central India while absent on tour receives a charge allowance of Rs 40 a month.

Ditto ditto, No 3115, dated 31st October 1866.

788. Clerks accompanying the Director of Public Instruction in Bengal, on tours of inspection, are allowed, when travelling by rail, to take luggage, the freight of which does not exceed double the ordinary 2nd or 3rd class railway fare to which they may be entitled.

Ditto ditto dated 28th March 1864 Govt of India General Dept No 2630, dated 20th July 1850 Govt of Bengal No 5558, dated 12th June 1855

789 Clerks proceeding with the Governor-General or Lieutenant-Governor on tour, receive actual expenses, and the following additional or tour allowances —

If drawing salaries up to Rs 100, double salary, provided Rs 150 a month be not exceeded

Above Rs 100 and not exceeding Rs 200, half pay if Rs 266-10-8 not be exceeded

And above Rs 200, one-third pay not exceeding Rs 200 a month.

BOOK IX.

PART III

LEAVE OF ABSENCE

SUPPLEMENT F

CIVIL LEAVE CODE

Uncovenanted Officers generally

[Such of the rules under the Sections of the Code as are not expressly restricted to Covenanted Civil Servants, or are not explanatory of points in which the provisions of the Code differ from those in this Supplement, apply also to Uncovenanted officers generally]

PRELIMINARY.

790. *Section* (1)—Leave of absence from duty may be granted under the following rules to officers who have substantive appointments on permanent establishments under the Government, and who are not entitled to leave under any of the other rules in this Code or its Supplements The rules apply fully only to those whose pay is not less than Rs 100 a month, but may be applied, in their general spirit, to officers whose pay is less than Rs 100 a month

Application of the Rules.

1. Officers and men of the Army, and officers in the Subordinate Medical Department, are under Military rules, and these rules do not apply to them The leave of members of the Pilot Service is also governed by special rules

2 Officers appointed as probationers for a certain period, prior to formal appointment, are entitled to the same leave as if they held substantive appointments

3 Officers holding temporary or officiating appointments only, are not entitled to leave of any kind, but a limited amount of leave may be allowed to such officers under the conditions hereinafter stated

4 Service in a capacity to which the leave rules do not apply does not qualify for leave under them, in the event of the officer afterwards coming under them Service under a Local Fund of the kind mentioned in Civil Pension Code, Section 28, may qualify for leave under the rules, but the allowances given during such leave must be disbursed from the Local Fund and from general revenues in the proportion in which the salary has been paid from these sources during the period qualifying for the leave

791 *Section* (II)—In these rules, "pay" means substantive pay, "salary" means the sum of pay and acting allowance.

Pay and salary

1 Personal allowance is to be taken as part of an officer's substantive pay

"Average salary" means the average calculated for so much of the three years immediately preceding the day on which the officer gives up office, as he has passed on duty, or on privilege leave. But in all cases of leave for not more than one month, and also whenever the officer's pay is less than Rs 100 a month, the pay of the officer's appointment at the time he gives up office is to be taken in lieu of his "average salary"

Average salary

"Half average salary" is always subject to a maximum of Rs 500 a month if paid in India, and £150 a quarter if paid at the Home Treasury of the Government of India

"One quarter average salary" is always subject to a maximum of Rs 400 a month if paid in India, and £120 a quarter if paid at the Home Treasury.

LEAVE ON MEDICAL CERTIFICATE.

792 *Section* (III)—Leave on medical certificate may be granted, whenever sufficient cause is shown, for three years in all, but not for more than two years at one time, and no officer can have leave on medical certificate beyond India more than twice.

Amount.

1 An officer who has a temporary or officiating appointment only may be allowed leave under this Section for not more than three months, if the Local Government consider no substitute to be necessary, or can provide for his duties without additional expense

793. *Section* (IV)—An officer on leave under Section 3 is entitled to half of his average salary for the first fifteen months of each period of absence, but not for more than thirty months in all.

Allowances.

For the rest of the leave he is entitled to a quarter of his average salary

LEAVE ON PRIVATE AFFAIRS

794 *Section* (V)—Leave on private affairs for six months at a time may be granted to an officer who has not had furlough The first leave under this section may be taken after six years' service, and the leave may be repeated after intervals of six years.

Amount.

1 Leave on private affairs does not accumulate, nor can it be taken in instalments

795. *Section* (VI)—An officer on leave under Section 5 is entitled to half of his average salary

Allowances

1 An officer does not forfeit the allowance to which he is entitled under this section, by resigning the service at the end of the leave

Furlough.

796 *Section* (VII)—Furlough may be granted, as follows, to an officer who has not had leave on private affairs —

Amount

After ten years' service, one year, and after eighteen years' service, another year, or in one period of two years, after eighteen years' service.

1 Leave on medical certificate counts as service for furlough

2 Leave on private affairs under the rules in force before the 8th June 1863, does not prevent the grant of furlough under this section

797. *Section* (VIII)—An officer on furlough is entitled to half of his average salary

Allowances

Leave without Allowances

798 *Section* (IX)—Leave without allowances may, in cases of necessity, be granted for such time as may be necessary Time spent on leave under this section does not count as service for other leave.

Amount.

1 There is no limit to the length or frequency of leave under this section, and it may be granted in continuation of leave on medical certificate, or furlough.

Subsidiary Leave

799 *Section* (X)—Leave subsidiary to leave on medical certificate, leave on private affairs, or furlough, when taken out of India, may be allowed as prescribed in Section 15 of the Code for such time as may be sufficient. Fourteen days only are

Amount

allowed to an officer at a presidency town, who takes leave on medical certificate out of India. Subsidiary leave may also be granted to an officer going on, or returning from, leave on medical certificate to a sanitarium in India

800. *Section* (XI.)—An officer on subsidiary leave prefixed to other leave, is entitled to half his average salary. An officer on subsidiary leave following other leave, is entitled to half his average salary, or one quarter of his average salary, according to the rate of allowance to which he may be entitled at the end of the leave to which it is subsidiary

Allowances

1. But see Code, Section 15 (*b*), Rule 2, and Section 17, Rule 2

PRIVILEGE LEAVE

801. *Section* (XII.)—Privilege leave may be granted in accordance with the rules in Chapter VI of the Code. provided that no officer whose salary is less than Rs. 200 a month can draw any allowances for privilege leave until he returns to duty

1. An officer who has only a temporary or officiating appointment only, may be allowed privilege leave, if the Local Government consider no substitute to be necessary, or can provide for his duties without additional expense

2 Ministerial officers of High Court are not allowed privilege leave if they are allowed to be absent during the High Court vacation

Note —An officer who is discharged from the Public Service and re-employed after an interval, cannot, without the sanction of the Government of India, count his service prior to discharge towards leave after re-employment—*Financial Notification No* 2846, *dated* 18*th April* 1872. This is of general application

General

802 *Section* (XIII)—Leave on private affairs and furlough cannot be taken in continuation of any other leave except subsidiary leave; but any leave may be retrospectively changed for any other kind or amount of leave which might at first have been granted, and if an officer absent on privilege leave, or on leave on private affairs, take extension of leave on medical certificate, the whole of the absence will be treated as leave on medical certificate

Commutation of leave

803 *Section* (XIV)—No officer's appointment becomes vacant, simply by reason of his taking leave under these rules But absence without leave, or after the end of leave (except privilege leave, in which case a week's grace is allowed) involves loss of appointment, and after five years' continuous absence, whether with or without leave, an officer is considered to be out of Government employ.

Lien on appointment

1 The Secretary of State, in granting to officers extension of leave, sometimes declines to guarantee retention of appointment, if there is not time to communicate with the Local Government in India.

2 An officer who goes on leave out of India has no claim to return to the *particular* local appointment from which he took leave

Note —The Secretary of State may, on production of a Certificate from the Medical Board attached to the India Office, grant extensions of leave beyond two years without reference to the local Government in India if there be not time sufficient to make such a reference —*Secretary of State No* 82, *dated* 29*th February* 1872,—*Financial Notification No.* 3316, *dated* 9*th May* 1872

APPLICATIONS FOR LEAVE

804 *Section* (XV) (*a*)—Leave may be granted to an officer by the authority whose duty it would be to fill up his appointment if vacant. The Local Government may empower heads of departments to grant privilege leave to officers under their orders, who are appointed by Government, but if the officer, to whom leave is granted, be a gazetted officer, the grant of leave must be reported to the Local Government.

Application for leave.

(*b*)—A monthly return of non-gazetted officers absent on leave should be prepared in the following form, and should accompany each establishment pay bill.

Monthly Return

1, Absentee's name, 2, his appointment; 3, pay of his appointment, 4, nature of the leave, and section under which granted, 5, period of leave, 6, excess of pay over leave allowance; 7, name of substitute (if any), 8, acting allowance consequent on the leave; 9, excess of column 6, over column 8, showing the amount to be deducted from the establishment pay bill, 10, remarks.

1, (*a*)—Applications for leave, or extension or commutation of leave, on medical certificate, must be accompanied by a statement from the applicant's medical attendant, distinctly stating from personal observation the nature of the illness, its symptoms, causes, and duration

Medical Certificate.

(*b*)—A certificate must also be submitted from the chief medical officer of the station or district, or, if the officer is at the presidency, from a Presidency Surgeon, to the effect that, after careful personal investigation, he considers a certain period of absence absolutely requisite for the restoration of health.

(*c*).—If the leave be for more than six months, the papers must be submitted for countersignature by the Deputy Inspector General, and

if the leave is to be taken out of India, by the Principal Inspector General also, unless danger be incurred by the delay

(*d*) —If the applicant be already on leave out of India, the certificate under clause (*a*) must state the period during which the Surgeon or Physician has attended the officer, and it must be countersigned, after *personal* examination, by the Medical Board of the India Office, or by the principal medical authority of the colony or country where the absentee may be.

(*e*) —The forms of certificate prescribed in the Code, Section 25, Rule 2, may be used as far as applicable

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Examination Leave.

Fin. Dept. No. 4806, dated 31st Oct. 1871.

804. (*c*) —Local Governments are authorized to lay down rules for the grant of leave of absence to Uncovenanted Officers for attending examinations, provided such rules are not more liberal than those sanctioned for Covenanted Officers.

Ditto ditto No 49, dated 9th Jany. 1869

804. (*d*) —Officers of the Survey Department may have leave not exceeding three months for the purpose of attending examinations in the Native languages like officers of the Public Works Department, under the rules prescribed in the Public Works Code, Chapter II, Section IV, para 28.

CIVIL PENSION CODE.

Notification of the Govt of India, Financial Dept

CHAPTER I

DEFINITIONS.

805. *Section* (I.)—In the following Rules, unless there be something repugnant in the subject or context—

Interpretation Clause

(*a*) —"Local Government" includes a Department of the Government of India, a Chief Commissioner and the Resident at Hyderabad.

(*b*) —" Accountant General" means the Account and Audit Officer concerned, whatever be his official designation

(*c*) —"Qualify" and "count" mean "qualify" and "count" for pension and gratuity in accordance with this Code.

(*d*) —When pensions or gratuities are said to be chargeable to more than one source, according to the "rule of proportions," it is meant that the charge should be debited to the several sources in the proportion in which the aggregate salary drawn by the officer during the whole of his qualifying service has been paid from them

(*e*) —"Pay" means "substantive pay" "Salary" means the sum of "pay" and "acting allowance."

(*f*) —"A Local Allowance" is an allowance, not specially declared to be "pay" or "salary" given to an officer in addition to the regular pay or salary of his appointment, either for duties which do not properly belong to his appointment, or in consideration of exceptional local circumstances (such as the unhealthiness or expensiveness of the locality or the peculiarly arduous nature of the work)

(*g*) —"General Revenues," for the present, include both Imperial and Provincial

(*h*) —"Local Fund"—When revenue derived from special sources is devoted to specified objects, and not to the general purposes of the administration, whether Imperial or Provincial, the revenue so devoted forms a "Local Fund"

CHAPTER II

EXTENT OF APPLICATION.

806. *Section* (II)—The rules in this Code and its Supplements apply to all public servants, except the following, who are under Military Rules —

Application of the Code

(*a*) —Officer and men in the Army or in the Navy (including Covenanted Medical Officers)

(*b*).—The Subordinate Medical Department

807 *Section* (III)—The general provisions of the Code do not apply to the under-mentioned officers, whose pensions are regulated as to amount by the special rules contained in the Supplements —

(*a*) —Covenanted Civil Servants of the Crown in India

(*b*) —Judges of the High Courts of Judicature

(*c*) —Chaplains

(*d*) —Members of the Pilot Service in Bengal

1 The rules in Chapter VII of the Code, however, apply to Covenanted Civil Servants of the Crown in India

808 *Section* (IV)—The following officers are allowed an option (which can be exercised once only) between the rules embodied in the present Code (which, for the most part, came into force

Option of old Rules

on the 8th June 1863) and the rules which previously applied to them —

(*a*).—Covenanted Civil Engineers of the Public Works Department and civil officers of the Telegraph Department, whose covenants are dated before the 8th June 1863, may elect between the rules in this Code and the rules which were in force when they executed their covenants, and which are set forth in Appendix *B*

Provided that if they elect the latter, they must abide also by the Leave Rules which were in force before the 8th June 1863

(*b*).—Marine Engineers in Bengal and Bombay, engaged under covenant in England, before the abolition of the Indian Navy, may elect to serve under the rules in this Code and the Leave Rules which were promulgated with them on the 8th June 1863, or under the terms of their covenants

CHAPTER III

General Principles and General Exceptions.

809 *Section* (V.)—An officer's claim to pension or gratuity is governed by the rules in force at the time when he resigns or is discharged from the service of Government No officer has any claim to a benefit granted after his resignation or discharge

Service under Military Rules

810. *Section* (VI.)—Service which qualifies for pension under Military Rules does not qualify for pension under this Code. An officer who is counting service for military pension cannot, simultaneously, count service for civil pension

Examples.—An officer who has served in the Indian Navy, if he afterwards enters civil employ, cannot count his naval service. A non-

commissioned officer or private soldier, employed in the Civil Department, cannot begin to count his service for civil pension until he takes his discharge from the Army

Exceptions —1 A Hospital Assistant or Native Doctor, if promoted to be Sub-Assistant Surgeon, counts service from the date on which he passed his examination as Hospital Assistant

Exceptions.

2 Those inspectors in the Telegraph Department who came from England as artificers in 1853, and did not take their discharge from the Army till about 1863, count their departmental service

3 In the Public Works Department, Warrant officers in the grades of Conductor and Sub-conductor, and non-commissioned officers, are obliged, when promoted to the Engineer establishment, to take their discharge, and their whole departmental service then qualifies

811 *Section* (VII)—An officer cannot earn two pensions at the same time or by the same continuous service

Cumulative pensions inadmissible

812 *Section* (VIII)—Pension and gratuity are not earned by a person whose whole time is not given up to the regular service of Government, merely because he is paid by Government for work done for it.

Persons paid for specific services

Examples —This rule applies in the following cases —

Advocate General

Solicitor to Government

Government Pleaders and Law Professors, when not debarred from private practice.

Sheriffs and Deputy Sheriffs in Presidency Towns.

Coroners

Roman Catholic priests

Church clerks and other church servants

1 Service as Deputy Sheriff of Bombay qualifies under an order of the Financial Department No 10300, dated the 26th February 1867. This order was withdrawn on the 11th December 1871 But officers who held the appointment between these dates count the whole of their service in it

813. *Section* (IX)—On the same principle, public servants earn no pension or gratuity in respect of offices of the kind mentioned in the last Section, or in respect of duties paid for by a "local allowance"

Service under covenant

814 *Section* (X)—Service under a covenant which contains no stipulation regarding pension or gratuity does not qualify, unless the Government of India specially permits it to qualify

Service for a time only

815 *Section* (XI)—An officer who is appointed for a limited time only, or for a specified duty on the completion of which he is to be discharged, has no claim to pension or gratuity.

Service under twenty-two

816 *Section* (XII)—Except for compensation gratuity, and for pension or gratuity on the inferior scale, service before *completion* of twenty-two years of age, or as an apprentice, does not qualify.

CHAPTER IV

QUALIFYING SERVICE

FIRST CONDITION —SERVICE UNDER GOVERNMENT

Service under Government

817. *Section* (XIII)—Service qualifies only if it is entirely under Government, *i. e*, if the officer is appointed, and his duties and pay are regulated, by the Government or under conditions determined by the Government.

1 The following are examples of servants excluded from pension by this rule —

Office under Board of Trade.	A marine officer paid by fees fixed by the Board of Trade
Municipalities	Servants of a Municipality.
Grant-in-aid schools and institutions	Servants of grant-in-aid schools and institutions (*e g*, the Asiatic Society and the Canning College in Lakhnow)
Treasurers' subordinates	Subordinates appointed by treasurers on their own responsibility, *e g*, tahvildars in the North-Western Provinces, and fotadars (money-testers) in Bengal.

Grant-in-aid schools Exception

2 The educational authorities in Bengal having induced certain teachers of Government institutions to accept service in grant-in-aid schools, by declaring a rule regarding Bombay schools (Section 26, case *c*) to be applicable to their case, were directed, in December 1863, to offer re-employment in Government schools to the officers referred to, and those who accepted such re-employment reckon their service (not exceeding three years) in grant-in-aid schools as service under Government.

818. *Section* (XIV)—Service on an establishment paid from an establishment allowance made to the head of the office, with the detailed distribution of which the Government does not interfere, does not qualify. The establishment allowance may be fixed in amount, or may consist of fees received by the head of the office

Contract establishment

1 The maximum establishment allowance for Registration Offices in Bengal is not an establishment allowance within the meaning of the Section, because the Registrar General or Inspector General of Registration, under the orders of Government, regulates its distribution, and any balance unspent is saved to Government

Registration Offices

2 Service in the Allahabad Pension Pay Office, which was formerly paid from an establishment allowance, qualifies in the case of the Native Clerks retained in it when it became a regular establishment

Allahabad Pay Office

819. *Section* (XV).—Service on an establishment paid from the household allowance of the Viceroy, or of any Governor, or Lieutenant-Governor, does not qualify.

Service paid from Darbar and Sumptuary allowances

820. *Section* (XVI)—In the following cases, service under an employer to whose position Government has succeeded qualifies.—

Service under employers supplanted by Government

(*a*).—Service in the Hyderabad Assigned Districts, and in Mysore, in the case of officers transferred to the Government of India when it undertook the administration of those provinces

Berars and Mysore

(*b*).—Service rendered to a Native State and continued to the British Government on the lapse or annexation of the State, when old age or infirmity renders the servant a fit object for pension But claims to pension under this rule must be referred to the Government of India

Service under Native States

(*c*)—Service in superior grades in taluqdari schools in Oudh, which were converted into Government institutions on the organisation of the Educational Department in that Province

Taluqdari schools, Oudh.

(*d*)—Service on the establishments of the Military and Medical Funds, in the case of the officers who were on the establishments when the Funds were taken over by Government

Military Funds.

(e) —Service was guaranteed to the soldiers of Sikh Government who, on annexation, entered the British service in the following Regiments —

Soldiers of Sikh Darbar

Subhan Khan's Regiment (or 1st Panjab Police Battalion).
Sher Dil Regiment (or 2nd Panjab Police Battalion)
Kallar Mukhi Regiment (or 3rd Panjab Police Battalion)
Suraj Mukhi Regiment (or 4th Panjab Police Battalion)
The 3rd Panjab Light Field Batteries
The 4th or Garrison Company of Artillery
Two companies of Panjab Sappers

In accordance with the guarantee, those of them who, on the 28th October 1861, were in employment in any department, are entitled to receive pension for their service under the Sikh Darbar, and for that under the British Government, under the rules for invalid pensions to soldiers in local or irregular corps

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CHAHTER V

QUALIFYING SERVICE

SECOND CONDITION — PERMANENT AND SUBSTANTIVE EMPLOY

821 *Section* (XVII)—Service qualifies only if the officer holds a substantive appointment on a permanent establishment

Service permanent and temporary

1 Service in an appointment which, though at first created experimentally or temporarily, eventually becomes permanent, qualifies But this rule

Explanation

does not apply to the case of an officer who is entertained temporarily in one appointment and is afterwards transferred to *another* substantive appointment.

2. An officer officiating in an appointment which is vacant, or of which the permanent incumbent does not draw any part of the pay, may, if he is confirmed without break of continuity, count service as if he had held the appointment substantively

3 An officer, who holds a substantive appointment and draws substantive pay as a "probationer," holds a substantive appointment within the meaning of the Section So does an officer who is on probation for a substantive appointment, if he is employed in a vacancy reserved for him pending probation

822. *Section* (XVIII.)—If an officer of a permanent establishment is detached on temporary duty, on the understanding that, when the temporary duty ceases, he will return to the permanent establishment, he continues to count service as if he had remained on the permanent establishment

Permanent servant deputed

Examples.—A Deputy Collector deputed to assess or collect the Income Tax

A Muharrir detached on settlement duty

823 *Section* (XIX)—If the substantive appointment of an officer is abolished within the meaning of Section 47, but the officer is, at the same time, deputed by Government on *special* duty, his service continues to qualify

1 —The speciality of the duty is the essential point in this case, and mere employment, in continuation of permanent employment, in a temporary appointment which happens at the time to be vacant, is not within the rule

824. *Section* (XX.)—Section-writers in Bengal, the North-West, and Madras, and press servants in Madras who are paid for piece-work, are reckoned members of a permanent establishment, if—

Section-Writers

(1) they are employed, not casually, but as part of a fixed establishment, and

(2) during the last 72 months of their actual employment they have been attached to one office uninterruptedly for 24 months, or it has not been through their own choice or misconduct that they have not been so attached.

Exception to the general rules

825 *Section* (XXI)—In the following cases temporary service qualifies :—.

Medical charge of Government vessel.

(*a*) —A surgeon, or duly qualified practitioner, in charge of a Government vessel may count that service if he is transferred from it to the uncovenanted medical service

"Works" establishments, Public Works Department

(*b*).—Claims by officer of the Public Works Department whose pay was charged to "Works," before the issue of the Public Works Department Circular No 6 of 1862, but whose employment was really of a permanent character, will, if the sanction to their entertainment was regular, be specially considered by the Government of India

Customs Service, Calcutta.

(*c*) —If the Collector of Customs in Calcutta, in transferring an officer from the Extra or Contingent List of the Calcutta Customs Preventive Service, declares that the transfer is made on the ground of good service rendered, the service on the Extra or Contingent List qualifies

Settlement and Survey Departments

826. *Section* (XXII) (*a*).—Service in the Settlement and Survey Departments named beneath, which are on a quasi-permanent footing qualifies .—

The Settlement Departments in Madras, N W. Provinces, Oudh and the Panjab

The Revenue Survey Departments in Bengal, Madras and Bombay.

The establishments of the Inam Commissioners of Madras and Bombay

The Alienation Settlement Department in Bombay

1.—This rule does not apply to officers engaged on the understanding that their appointments are only temporary, or that they will be liable to discharge after a short period of service

(*b*).—In other provinces (and in the abovenamed provinces also, apart from the *regular* departments), settlement and survey work is temporary work, and those engaged in it do not earn pension. But service in the Settlement Department, in any province, and also service in the Malabar Escheat Establishment, Madras, qualifies if it is followed without a break by qualifying service

1.—Deputy Collectors and similar gazetted officers, when not specially employed for temporary work, are not affected by this rule, as they count service independently of the particular department to which they happen for the time to be attached.

CHAPTER VI

QUALIFYING SERVICE

THIRD CONDITION.—SOURCE OF REMUNERATION

827 *Section* (XXIII)—Service which satisfies the conditions laid down in Chapter IV and V qualifies or does not qualify according to the source from which it is paid

Specification of sources

Service is paid in the following ways —

A —From General Revenues.

B —From Local Funds.

C —From funds in respect of which the Government holds the position only of a trustee.

D.—By fees levied by law, or under the authority of the Government.

E.—By commission

F.—By the possession, in accordance with law or custom, of a tenure in land, or of any other source of income, or right to collect money.

Political Agencies

1. Officers on establishments of Political Agencies are exempted from this condition But when their salaries are paid by Native States, they must pay to the Government of India a deduction of 12 per cent In the case of superior servants, and 6¼ per cent (one anna in the Rupee) in the case of inferior servants

This condition should be introduced gradually, whenever existing arrangements are revised Officers of the Rewah Political Agency already pay 6 per cent

Paid from General Revenues

828 *Section* (XXIV.)—If the service is paid from the General Revenues, it qualifies.

Berars and Mysore

829 *Section* (XXV)—The Revenues of the Hyderabad Assigned Districts and of Mysore are part of the General Revenues within the meaning of the last Section, provided that pensions and gratuities for service wholly or partly paid from those revenues shall be charged against those revenues wholly or according to the rule of proportions, as the case may be

1 The same rule applies in the following cases —

(*a*) —Mamlatdars and Karkuns on establishments paid from the revenues of the Petit States

(*b*) —Government servants in superior grades transferred to service under the Municipality of Malcolm Peth which is under Government control.

830 *Section* (XXVI)—When contributions are made by Railway Companies, or from Local Funds, or special sources, towards the cost of appointments and establishments which are maintained directly from the General Revenues, the numbers and pay being fixed by the Government of India, or the Local Government in respect of Establishments paid from Provincial Services as the case may be, the establishments are treated as paid from the General Revenues.

General Revenues recouped from other sources

The following cases fall under this rule —

(*a*)—The Shipping Master, Deputy Shipping Master, and their establishments, at Bombay, and the Deputy Shipping Master in Calcutta, the expense of which appointments is provided for by shipping fees

Shipping Master

(*b*)—The establishment of the Hooghly College and Collegiate School, and also that of the Elphinstone College and High School, the costs of which are recovered from private endowments

Hooghly and Elphinstone Colleges

(*c*)—Masters and Assistant Masters in schools established in Bombay on the old system (converse to the grant-in-aid system), whose pay was met in part by local contributions The pension in this case is reckoned only on the share of salary paid by Government

Bombay schools on old system

(*d*)—The Establishment of the Sehor (Central India) School, the expense of which is reimbursed in part from local subscriptions

Sehor school

Customs establishments, Bombay.

(*e*) —The following customs establishments in Bombay, the cost of which (including, in the case of some of them, six per cent additional to cover cost of pension) is reimbursed by private companies —

	Name of Establishment	Monthly Cost			Name of Company reimbursing to Government
1	Jamsetjee Bandar Custom House	159	0	0	Messrs. Remington and Company
2	Hydraulic Press	180	8	0	Mr Ardaseer Cowasjee Modee
3	Victoria Land and Press	321	0	0	Messrs Remington and Company
4	P. & O Company's Dock-yard at Mazagon	621	8	0	P and O Company
5.	Arthur Bandar Custom House	40	0	0	London Asiatic and American Company
6	Frere Land and Pier Company's Bandar	178	0	0	Messrs Sir Charles Forbes and Company
7.	Arthur Bandar Fort Press Company	59	0	0	Messrs Ewart Lathem and Company
8	Imperial Cotton Press	188	0	0	Narsee Keshowjee and Company
9	Akbar Cotton Press Company	136	0	0	Messrs Ewart, Lathem and Company
10	Arthur Bandar Custom House	59	0	0	Hormusjee Dadabhov Doobash
11	Powder Works Bandar of the Mazagon Land Reclamation Company	249	8	0	Messrs Ritchie, Stewart and Company
12	Messrs W Nicol and Company's Dockyard, Mazagon	238	0	0	Messrs W Nicol and Company, Agents of the British India Steam Navigation Company.

Jail Writers, Bombay

(*f*) —Second writers in jail establishments in the Bombay Presidency, sanctioned by Financial Department Order No 523, dated 4th June 1867

Book-keeper, High Court, Bombay.

(*g*).—The book-keeper of the High Court at Bombay whose pay is provided for by a three per cent. commission on invested funds.

B.

831. *Section* (XXVII)—Except as provided in the Sections immediately following, service paid from Local Funds does not qualify.

Paid from local funds

832 *Section* (XXVIII)—In the case of Local Funds which satisfy the two conditions following —

Discretional power of Government

(1) that their income is derived from taxation, or other *permanent* source and not from charitable donations, or voluntary subscriptions,

(2) that the source of their income is under the control of Government,

the Local Government may, at its discretion, treat the service as qualifying

Explanation

1 Taxes imposed by Municipalities are not under the control of Government, so that service under a Municipality cannot qualify for pension from Government But there are, in the Bombay Presidency, some Local Funds administered by Municipalities, the source of whose income is under the control, not of the Municipalities, but of Government, for it is not in the power of the Municipalities to abolish them or reduce their income In these cases, if the first condition is fulfilled, the Local Fund would be within the rule

2 In the case of officers of establishments paid from Port Fund, managed by Government, and not by trustees, the rule in this Section applies absolutely

833 *Section* (XXIX)—Pension or gratuity for services under a Local Fund is paid from the Local Fund.

Pension charged against fund

1. When part of the service of an officer to whom such pension is conceded has been paid from the General Revenues and part from Local Funds, the pension is paid from these sources according to the rule of proportions The Local Fund service may not be neglected, and a pension awarded solely for the service paid from General Revenues

Mixed service

2 The Government does not guarantee the solvency of funds (such as the local educational pension fund, Bombay) formed by the subscriptions of Local Fund servants, and established to provide pensions for them See Appendix C, Extract 1)

Pension Fund

834 *Section* (XXX)—In the following cases, service paid from Local Funds qualifies for pension or gratuity from the State —

Exceptions to general rule

(*a*) —Government servants transferred to establishments under the Cotton Frauds Act, Bombay, before the receipt of the Secretary of State's despatch to the Government of India, No 302, dated 16th December 1864, which directed their early re-transfer to the regular service

Cotton Frauds establishment, Bombay

(*b*).—Servants of the Lithographic Press, Calcutta, transferred with it to the Alipore Jail in January 1860, and afterwards paid from the convict labor fund

Lithographic Press, Calcutta

(*c*) —Members of the regular Public Works Establishments, employed on local funds works, under the authority of Government From the date of publication of this Code, this permission is restricted to Engineer Officers

Public Works Engineers lent to local funds

C

835 *Section* (XXXI —Service paid from funds which Government holds only as a trustee does not qualify.

Paid from Trust Funds

Examples —Courts of Wards Attached estates
See Chapter VII

D & E

836 *Section* (XXXII) (*a*)—Service in an office paid only by fees levied by law or under the authority of Government, or by a commission, does not qualify

Paid by fees or commission

(*b*)—Service in an office paid by fees or by commission *in addition* to salary from the General Revenues qualifies.

1 Service as Administrator General, or as Official Assignee does not qualify, even though (as in Madras and Bombay) the income from fees or commission is supplemented from the General Revenues

Administrator General, &c

2 Nazirs on the establishments of Civil or Revenue Courts, who were paid wholly or partly by fees, are entitled to pension, unless the establishment on which they served is excluded by Section 14

Nazirs paid by fees

3 Service as a Thoogyee (local collector of revenue) in Burmah, qualifies

Thoogyees

F

837 *Section* (XXXIII)—Service paid by the possession, in accordance with law or custom, of a tenure in land, or of any other source of income, or right to collect money, does not qualify.

Paid by a tenure in land

1 An officiating hereditary district officer in Kaira appointed under Act XI of 1843, if transferred to qualifying service, counts his previous service

Kaira hereditary officers.

CHAPTER VII.

OFFICERS LENT TO NATIVE STATES, MUNICIPALITIES, &C

[NOTE —The rules in this Chapter apply also to Covenanted Civil Servants, and to Military officers in Civil employ See Appendix C, Extract 2]

838 *Section* (XXXIV)—The following rules provide for the case of officers transferred, on or after the 14th October 1871, from qualifying service under Government to service under Native States, Municipalities, or other bodies financially independent of the Government of India Provided that the transfer is made, under the general or special sanction of the Government of India, on public or political grounds, and not only in the interest of the officer transferred.

Transfers to service paid from Local Funds and not admitted under Section 28, and mere temporary transfers to service paid from Local Funds under which service is so admitted, are within the meaning of this Section

Examples —The following are examples of "bodies financially independent of the Government of India "

Port Trusts. Courts of Wards

Note as to transfers before 14th October 1871

[NOTE —Before 14th October 1871, the date of the promulgation of the rules in this Chapter, service under Native States, Municipalities, or other bodies financially independent of the Government of India, did not ordinarily qualify, as it did not satisfy the first and third conditions of qualifying service Unless specially exempted, or unless their case fell within one of the special rules stated beneath, officers, not being Covenanted Civil Servants, or officers of the Army, who accepted such service, ceased to have any claim on the Government of

India in respect of pensions The rules in this Chapter do not affect the position of these officers, and they must abide by the conditions under which they left the regular service. In the same way officers who may transfer their services in future will have no claim unless the transfer is such as is provided for in these rules

Special rules in force before the 14th October 1871

1. Officers transferred by competent authority to service under Native States, for a purpose in which the Government is interested, count their service, as if it were under the Government of India

The following cases are within this rule —

(*a*) —Teachers transferred to the service of the Chamba State In this case the pension is paid by the Government of India and the Raja of Chamba according to the rule of proportions

(*b*) —Officers transferred to service in the Kolapur school, the pension being chargeable according to the rule of proportions to the Government of India, and to a fund formed by a contribution proportional to salary paid by the Chief of Kolapur

(*c*) —Officers transferred under the authority of the Government of the Punjab to service under the Bhawalpur State In this case the charge for the pension will be shared by the Bhawalpur State according to the rule of proportions

(*d*) —Assistant Opium Agents in independent Native States, whose pay is found by the Native States. In this case the pension is also paid by the Native States

2 Subordinates in the Revenue Survey, temporarily lent to Municipalities for duty which, though paid for by them, also promotes imperial interests, count their service as if it were under Government

3 Medical Officers lent to charitable dispensaries or hospitals, count their service as if it were under Government

4 Officers transferred on or after 23rd April 1863 by the authority of Government, or their official superiors, from qualifying service under

Government, to service of the following descriptions, count their service as if it were paid from the general revenues —

Service under the Courts of Wards
Service in Jagir States in Bombay
Service under the Talukdari Settlement Officer in Bombay

Provided that six per cent of the salary be contributed to the Government of India, either by the officer himself, or from the funds whence the salary is paid This proviso has effect from the 9th November 1870 in the case of service under the Courts of Wards, and from the 6th July 1871 in the case of service in Jagir States or under the Talukdari Settlement Officer]

Contribution required

839 *Section* (XXXV) *(a)*—From every officer transferred in the manner specified in the last Section, who does not wholly resign the service of Government, or who is not, for special and public reasons, exempted from the operation of the rules in this Chapter, a contribution shall be levied of one-fifth of the salary which he receives from his employers, that is, he will receive from his employers pay and acting allowance fixed in accordance with the rules of the Government service, for the appointment which he holds or in which he officiates, and retaining four-fifths, will pay one-fifth to the Government of India

(b)—In return for this contribution the Government accepts the charge for his pension or gratuity, and also that for his absentee allowances (except in the case of privilege leave, regarding which no arrangement can be made, and during which the contribution must be paid in the same manner as if the officer were on duty), in the same manner and to the same extent as if he were in the regular service of Government, save only that the calculation of pension, gratuity or absentee allowance is based only upon the four-fifths which

he retains, instead of upon the full amount which he receives, of pay or salary.

1 With the special permission of the Government of India in the Financial Department, officers may make the contribution prescribed in this Section in respect of a part only, not being less than two-thirds, of their salary Provided that the pension, gratuity or absentee allowance will be calculated only upon four-fifths of the amount in respect of which the contribution is paid.

2 A Native officer may resign all claims to allowance during leave other than privilege leave, and in such case the contribution required is 12 per cent instead of one-fifth

3 In the case of inferior servants to whom the leave rules do not apply, the contribution required is one anna in the rupee

4 If the salary of the officers is disbursed at a Government treasury, the required contribution will be deducted at time of payment, otherwise the officers themselves must pay the amount directly to the British Government in such manner as may be arranged

5 An officer whose services are lent or transferred, is not permitted to withhold the contribution upon condition that the time of his service so lent or transferred will not count for pension or for leave He must either wholly resign the service of Government, or, unless he is specially exempted, make the contribution required by these rules

6. The deduction made under this Section from the salary of a Covenanted Civil Servant includes the deduction on account of Annuity Fund The portion which is to be considered as Annuity Fund deduction is equal to one-twenty-fourth part of the salary remaining to the officer after the whole deduction, and until the Annuity Funds of the Madras and Bombay Civil Service are abolished, this portion of the deduction, made from a subscriber to either of these funds, should be credited to the fund to which he subscribes

7 No officer has any right of property in his contributions, or any claim upon Government in respect of them except to receive such pen-

sion, gratuity, or absentee allowance, as may become admissible to him in accordance with the rules of the Government service

840 *Section* (XXXVI.)—The rules in the last Section do not apply to the following cases :—

Excepted cases

(*a*) —Teachers transferred to the service of the Chamba State In this case the pension is paid by the Government of India and the Rajah of Chamba according to the rule of proportion.

Teachers in Chamba.

(*b*) —Officers transferred to service in Kolapur school In this case the pension is charged, according to the rule of proportions, to the Government of India and to a fund formed by a contribution proportional to salary paid by the Chief of Kolapur

Kolapur school

(*c*) —Assistant Opium Agents in independent Native States, whose pay is found by the Native States In this case the pension is also paid by the Native States

Assistant Opium Agents.

(*d*) —Medical officers lent to charitable dispensaries or hospitals These count service as if it were under Government

Charitable dispensaries

(*e*) —Officers lent to Her Majesty's Government in England or to any Colonial Government. These cases are left for special treatment as they arise

Colonial Governments.

CHAPTER VIII.

SUPERIOR AND INFERIOR SERVICE.

841 *Section* (XXXVII)—Qualifying service is divided into superior and inferior.

[NOTE —The terms "superior" and "inferior" will henceforth take the place of "eligible" and "ineligible" heretofore used]

842. *Section* (XXXVIII)—Service on pay not exceeding ten Government rupees and service in the following capacities, is classed as inferior —

Inferior service.

(*a*) —Messengers, orderlies, and peons.

(*b*) —Boatmen and seamen.

(*c*) —Artificers (except as specified in Rule 1 under Section 39), handicraftsmen, and laborers.

(*d*) —Inferior and menial servants of all sorts

1 The following have been held to be included in these designations —

(*a*).—Priests and other officers employed to administer oaths, jamadars, sirkars, turnkeys, chaudharies of bazars

(*b*) —Mistries in the Public Works Department, distributors and pressmen in printing and lithographing establishments

(*c*) —Fotadars (money-testers), weighmen in mints (except the head weighman), shroffs, daftaries, and muchies

2 Tallaties (village accountants) in Bombay are, by the terms of their appointment, classed with inferior servants

843. *Section* (XXXIX)—Service in capacities other than those indicated in Section XXXVIII is superior service, except where any class of servants have been graded as inferior by the rule or practice of the Local Government

Superior service

1 —The following also are classed as superior if their pay exceeds 10 Government Rupees —

(*a*) —Cutlers in the Medical Department

High class artificers.

(*b*) —Artificers, Assistant Artificers, and Mounted Artificers in the Telegraph Department

(*c*) —Mint Artificers, if their occupation is injurious to health

[NOTE —For Dockyard and Military Artificers there is no rule, but the Government of India, in the case of deserving men of long service, recommends the Secretary of State to award special pensions]

(*d*) —Workmen employed in the Gunpowder Manufactory of Madras, before the 28th January 1871, when they become permanently disabled by sickness or old age These are admitted even if their pay does not exceed Rs 10.

Gunpowder Factory, Madras

(*e*) —Divers (in consideration of the dangerous nature of their employment)

Divers

(*f*) —Vaccinators who are employed permanently (see Section 17) including in the Madras Presidency, those whose pay is Rs 10 — *Financial Department No.* 3464, *dated* 17*th May* 1872

Vaccinators

(*g*) —Book-binders (*i. e* those whose professional occupation is book-binding, and who are not mere daftaries)

Book-binders.

(*h*) —Shroffs in Madras who were in the service on 22nd May 1856, and shroffs in Bombay, who were really clerks, and whose designation was, under the order of the Court of Directors, No 1, dated 22nd October 1858, changed into Karkuns

Shroffs

Bazar Kotwals

(*k*) —Kotwals of bazars

[NOTE —On 14th December 1869 the following was declared to be the establishment of Kotwals of bazars in Bombay, and the officers who, on that date, filled those posts, may be classed with superior servants retrospectively in respect of service as Kotwal or as Chaudhary of any of the bazars enumerated

Poona (two), Belgaum, Deesa, Mhow, Nasirabad, Aden, Malligaum, Assirghar, Neemuch, Ahmadabad, Ahmadnagar, Sholapore, Hyderabad, Jacobabad]

Commissariat.

(*l*) —Commissariat Inspectors, Hospital Purveyors and Victualling Gomashtas

Vakils.

(*m*).—Vakils attached to the Barr Infantry (Mysore)

Printing establishments

(*n*)—Workmen employed in printing establishments, except those whose work is purely mechanical, such as distributors and pressmen

Section-writers.

(*o*)—Section-writers and press servants admitted under Section 20, in those months only in which their earnings exceed Rs. 10.

2 If an officer holds two or more offices, each of which is inferior by reason of the pay not exceeding Rs 10, he cannot count service as superior on the ground that the aggregate pay exceeds Rs 10, unless the offices were arranged, and their pay determined with the intention that they should be held by one individual

Doubtful cases

844 *Section* (XL) (*a*)—When the regular duties of an officer who bears an inferior designation are really such as are ordinarily performed by a superior officer, his claim to pension or gratuity should be specially referred to the Government of India.

(*b*)—On the other hand, a person whose real duties are those of an inferior officer, is not entitled to pension or gratuity on the superior scale, merely because he draws pay under a superior designation.

Example—A lithographic pressman charged for as a copying clerk

1 In consideration of the low scale of pay prevailing in Mysore during the Native Administration, the Chief Commissioner may allow service, even on pay not exceeding Rs 10, in offices which must have been filled by educated men, to reckon as superior service (See Section 66, Rule 1)

Fotadars.

2. A class of servants in the North-Western Provinces who were called "fotadars," but whose duties were really those of accountants, have been declared superior servants, under clause (*a*) of this Section

CHAPTER IX

PERIODS OF LEAVE AND SUSPENSION

845 *Section* (XLI)—Periods of absence on other than privilege or preparatory leave are not reckoned as superior service Leave preparatory to leave on medical certificate is not reckoned as service in the case of an officer who has twice before had leave on medical certificate beyond India

Superior service

1. This rule applies to leave on medical certificate taken before 1856 Such leave was reckoned as service under the old rules, but is not reckoned under the new rules, the periods of service required by which are generally shorter

Leave before 1856.

2 Leave during recess on half pay, granted to Native Surveyors in the Revenue Survey Department in Bengal, the North-Western Provinces, and the Punjab, being allowed for public reasons, is reckoned as service

Exception

846 *Section* (XLII)—In the case of inferior service, authorised leave is reckoned as service

Inferior service

1 Leave not materially exceeding in amount that admissible under the Uncovenanted Service Leave Rules may, if granted by a competent authority, be considered "authorised"

847 *Section* (XLIII)—The time passed under suspensions pending enquiry is reckoned as service in case of reinstatement If suspension is adjudged as a specific penalty, the time is disallowed

Suspension.

1 If an officer who has been suspended pending enquiry into his conduct is reinstated, but with forfeiture of any part of his allowance for the period of suspension, this period is not reckoned as service But the authority who reinstates the officer may expressly declare, *at the time*, that the period shall be reckoned

CHAPTER X

FORFEITURE OF PAST SERVICE.

348. *Section* (XLIV.)—A break in the continuity of service entails forfeiture of past service, except in the following cases —

Break in continuity

Leave

(*a*) —Authorised leave

Absence after leave.

(*b*) —Absence prolonged after the end of leave

Provided that if an officer remains absent for more than a week after the end of privilege leave, his past services are forfeited, unless the authority whose duty it is to make the appointment re-appoints the officer and makes a declaration (to be communicated to the Accountant General) that his past services or part of them shall qualify If he remains absent for more than a month, his past services cannot qualify without the special order of the Government of India

This proviso has effect from 11th January 1869

Suspension

(*c*) —Suspension followed by reinstatement

Abolition of office

(*d*).—Abolition of office

Transit.

(*e*) —Transit from one appointment to another

Transfer to non qualifying service

(*f*) —Transfer to non-qualifying service in an establishment which is under Government control The transfer must be made by an authority competent to sanction it, and an officer who voluntarily resigns qualifying service cannot claim the benefit of this rule Transfer to a grant-in aid school always entails forfeiture

Mutiny

(*g*) —Loss of appointment owing to the mutiny, provided that the officer affected cleared his character, and was re appointed as soon as a suitable vacancy was found for him

Removal from office

849 *Section* (XLV)—Resignation of the public service, or removal from it on account of misconduct, or for inefficiency, or on account of failure to pass a prescribed examination, entails forfeiture of past service.

1 But an officer who resigned the public service, before the 8th June 1863 in the case of superior servants, and before 1st September 1871 in the case of inferior servants, and was re-appointed to the public service within twelve months of his resignation, is permitted to count the service rendered before resignation This rule can be applied to only one resignation in the case of each officer

2 It is not admissible to grant to an officer pension or gratuity because he has misconducted himself, or because it is desired to remove him for inefficiency

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CHAPTER XI

CONDITIONS OF AWARD OF PENSION AND GRATUITY.

Classification.

850 *Section* (XLVI)—Pensions and gratuities are of four classes —

A —Compensation pensions and gratuities

B.—Invalid pensions and gratuities.

C.—Superannuation pensions and gratuities.

D —Retiring pensions.

1. Gratuities are paid in single sums, and not by instalments

2 Absence on leave in or out of India is no bar to an officer's being admitted to pension or gratuity —*Financial Department No* 1639, *dated 6th March* 1872

851. *Section* (XLVII)—A compensation pension or gratuity is awarded to an officer discharged from the public service when, on reduction of establishment, his appointment is abolished.

Compensation pension

1 Before a pension or gratuity is granted to an officer discharged on abolition of appointment, it must be carefully considered whether he cannot be provided for in some other manner Heads of Departments, in forwarding to the Local Government or to the Government of India, applications for such pension or gratuity, should invariably state for what reasons it has been found impossible to provide suitable employment for the applicant, and in the quarterly statements furnished by Local Governments of such pensions and gratuities, it should be stated in respect of each case, that it has been found on enquiry impossible to provide for the officer elsewhere

2 The discharge of one officer to make room for another is not the abolition of an appointment within the meaning of this Section, the abolition must produce a real saving to Government in respect of the cost of the appointment. If it becomes necessary to discharge an officer in consequence of a change in the nature of the duties of his office, the case should be referred to the Government of India

Explanation

3 An appointment, the pay of which is reduced as part of a general scheme of reduction, may be considered abolished within the meaning of this Section.

4. Deputy Collectors, Munsifs, and similar officers, who belong to the public service apart from their particular local appointment, cannot obtain pension or gratuity of this class, in consequence of the abolition of the particular appointment which they happen at the time to be filling

Graded officers

5 No pension or gratuity can be awarded on discharge after the completion of a specified term of service

Excepted cases

6. No pension or gratuity can be awarded for the loss of a local allowance.

7 If, of two appointments held by one officer, one is abolished, and the other retained, the case should be specially submitted to the Government of India.

Abolition of one of two appointments.

852. *Section* (XLVIII)—If an officer who is entitled to receive compensation pension or gratuity, accepts, instead, another appointment in the Government service (whether qualifying or not), he will, if he subsequently becomes entitled to receive a pension or gratuity of any class, receive not less than he would have been entitled to claim had he not accepted the appointment

Transfer to an appointment of less value

B

853 *Section* (XLIX.)—An invalid pension or gratuity is awarded to an officer who, by bodily or mental infirmity, is permanently incapacitated for the public service, or for the particular branch of it to which he belongs.

Invalid pension

1. An officer discharged on other grounds has no claim under this Section, merely because he can produce medical evidence of incapacity for service

2 To prevent undue liability for invalid pensions no person may be appointed to a superior grade in the public service in India without a certificate by a commissioned Medical Officer, or by a Medical Officer in charge of a Civil Station, that he has no disease, constitutional affection or bodily infirmity, unfitting him, or likely to unfit him, for the public service of the Government of India A similar rule is enforced by the Secretary of State in respect of persons selected by him for service in India But if an officer who is appointed on a salary not exceeding Rs 50 a month, cannot conveniently appear before a commissioned Medical Officer or a Medical Officer in charge of a Civil Station, the Local Government may accept a certificate from any other officer.—*Financial Department No* 2938, *dated* 26*th April* 1872

Medical certificate by whom attested

854. *Section* (L)—Incapacity for service must be established by a medical certificate attested as follows —

(a)—If the officer submitting it is on leave in England, by the Medical Board of the India Office

(b)—If he is serving at any Presidency Town, by the Inspector General of the Medical Department.

(c)—If he is a superior servant and is serving within a moderate distance of a station where a Military Invaliding Committee is periodically assembled, by such Committee.

(d)—In other cases, the Local Government may either accept a certificate given by a single commissioned Medical Officer or Medical Officer in charge of a Civil Station, or convene a special Invaliding Committee at a convenient Civil Station.

1 If the pension applied for exceeds Rs 100 a month, a certificate by a single Medical Officer should not be accepted as sufficient, if it is possible, without undue inconvenience, to convene an Invaliding Committee, or to cause the applicant to appear before a Medical Board

Medical certificate, what to contain

855. *Section* (LI)—The medical certificate must state in sufficient detail —

(a)—Whether the officer's incapacity for service is or is not permanent,

(b)—The nature of it, and especially whether it is in any degree the result of irregular or intemperate habits.

856 *Section* (LII.)—If the incapacity is the result of irregular or intemperate habits, pension or gratuity cannot be granted, otherwise, it is for the Local Government to decide whether the officer's incapacity is such as to render it necessary to admit him to invalid pension or gratuity.

Pension awarded accordingly

1. An officer who has submitted a medical certificate of incapacity for further service must not (except for special reasons to be reported to the Government) be retained in the service, pending the decision on his application for pension The object of this rule is to discourage tentative applications.

Officer to be at once discharged

C.

857. *Section* (LIII)—A superannuation pension or gratuity is granted to an officer compelled by rule to retire at a particular age

Superannuation pension

1 An officer in a superior grade, who has attained the age of 55 years, should be required to retire, unless the Local Government considers him efficient and permits him to remain in the service As the premature retirement of an efficient officer imposes a needless charge on the State, this rule should be worked with discretion, and no officer can *claim* to retire on the ground that he is 55 years old

2 An annual return of officers permitted to remain in the service after the age of 55 years, should be submitted in the subjoined form to the Government of India in the Administrative Department concerned

1 No
2 Office.
3 Name of officer
4 Present age
5 Period of extension
6 Grounds of extension and remarks

3 In the Public Works Department, the above rule will not, until the 1st January 1876, apply to officers appointed to the Department

before the 1st January 1871, unless they have attained the age of 60 years, or have been in the same appointment, grade, or class, for five years

D

858. *Section* (LIV.)—A retiring pension is granted to an officer who voluntarily retires after completing the requisite period of service.

Retiring pension

CHAPTER XII.

Amount of Pension or Gratuity

859 *Section* (LV)—The amount of pension or gratuity awardable is determined by length of service as specified in the Sections immediately following

Explanation. 1 An officer entitled to pension is not permitted to take gratuity instead

A —For Superior Service

Compensation and invalid pension

860 *Section* (LVI)—Compensation and invalid pension and gratuity :

(*a*) —After service of less than fifteen years —Gratuity not exceeding (except in special cases, and under the orders of the Government of India) one month's emoluments (as defined in Chapter XIII) for each completed year of service, and not exceeding twelve months' emoluments in all

(*b*) —After service of fifteen years and less than twenty-five years — Pension not exceeding one-third of the officer's average emoluments (as defined in Chapter XIII), and also not exceeding Rs 2,000 a year if his average emoluments do not exceed Rs 12,000 a year, or Rs 3,000 a year in any other case.

(c) —After service of twenty-five years —Pension not exceeding one-half of the officer's average emoluments, and also not exceeding Rs. 4,000 a year if his average emoluments do not exceed Rs 12,000 a year, or Rs 5,000 a year in any other case

Superannuation pension

861. *Section* (LVII)—Superannuation pension and gratuity

The same in amount as invalid pension or gratuity

Provided that if an officer's qualifying service have begun after the 20th January 1871, and after he attained the age of 25 years, the pension admissible as invalid pension is to be multiplied by a fraction, the numerator of which is the number of years' service completed, not exceeding 30, and the denominator of which is 30 The limit of Rs 2,000, Rs 3,000, Rs 4,000, or Rs 5,000, is to be applied before, and not after this multiplication

Rule 1 For Educational Officers entitled to the benefit of Section 61 (a) "27" should be substituted for "30" in this Section —*Finl. Dept No* 1197, *dated* 16*th Feby* 1872

Retiring pension

862 *Section* (LVIII)—Retiring pension

After service of thirty years —The same in amount as the invalid pension admissible after twenty-five years' service

Extension of the maximum

863 *Section* (LIX)—In the following cases, the prescribed limits of Rs 2,000, Rs 3,000, Rs 4,000, and Rs. 5,000, may be relaxed

(a) —For officers whose average emoluments exceed Rs 10,000 a year, and who entered the service before the 19th May 1855, or were, before the 6th August 1862, promoted to salaries exceeding Rs 10,000 a year, the limit is ordinarily Rs 5,000 a year, but in cases of extraordinary

merit, pensions exceeding that limit may be allowed under the sanction of the Secretary of State

(*b*).—To officers who entered the service before the 19th May 1855, but whose average emoluments do not exceed Rs 10,000 a year, the Secretary of State, on the recommendation of the Government of India, sometimes awards special pensions in excess of the limits, for "unusually meritorious services

(*c*) —For Native Judges (see Appendix B) who were in the service on the 29th October 1866, the limit is ordinarily Rs 5,000 a year

[NOTE – The limits which may be relaxed under this Section, are the maximum money limits, and not the limits of one-third or one half average emoluments.]

Explanation as to full pension

864 *Section* (LX)—The full pension or gratuity admissible under the rules is not to be given as a matter of course, or unless the service rendered has been really approved.

1 Where the service has not been thoroughly satisfactory, the Local Government should make such reduction in the amount of pension or gratuity as it thinks proper

Privileges in counting service

865 *Section* (LXI)—In the following cases, certain privileges exist in respect of the length of service required for pension

Educational Officers

(*a*) —For educational Officers of the following classes entering the service after twenty-five years of age, the periods of service for pension are twelve, twenty-two and twenty-seven years, instead of fifteen, twenty-five, and thirty years, respectively

(1) —Inspectors of Schools

(2) —Principals and Professors of Colleges

(3) —Head Master of Schools and Colleges

To entitle an officer to the benefit of this rule the whole of the requisite period of service must have been passed in the grades specified

(*b*).—Officers appointed before the 8th June 1863 may (if compelled to take invalid pension) be permitted by the Government to count service for one-third or one-half pension according to the old rules provided that they have not enjoyed any advantages under the new leave rules which they might not equally have enjoyed under the old The *amount* of the pension must, however, be calculated in accordance with the rules in this and the following Chapters.

Officers appointed before June 1863

Example —An officer has served Government for twenty-one years, of which five years were passed before he was twenty two years old, and two years were passed on leave on medical certificate under the rules of 1856 His service calculated under the rules is only fourteen years, the rest being excluded by Sections 12 and 41, and he would not be entitled to pension under Section 56 (*b*) , but under the old rules (See Appendix B) the whole twenty-one years would count, and he would be entitled to pension under Section 56 (*b*), having completed the twenty years' service required by the old rules

(*c*) —Native Judges who were in the service on the 29th October 1866, and who were entitled to exceptional advantages under the old rules (see Appendix B) may count service for one-third and one half pension in accordance with the old rules

Native Judges

(*d*) —Uncovenanted officers who formed part of the garrison of Lucknow during the siege in 1857 count one year's additional service.

Lucknow Garrison

866 *Section* (LXII)—To the following officers, being barristers-at-law, or advocates of one of the High Courts of India, or of the Court of Session of Scotland, *viz* :—

Barrister appointments

Judges of the Chief Court of the Panjab
First Judges of Small Cause Courts of Presidency Towns.
Recorder of Rangoon.

Secretary (formerly Assistant Secretary) to the Council of the Governor General for making Laws and Regulations.

Invalid and retiring pensions are admissible as follows

(*a*) —After six years and nine months' active service in one or more of the above offices, an invalid pension of £300 a year

(*b*)—After eight years and eight months' such service, an invalid pension of £500 a year

(*c*) —After twelve years' such service, a retiring pension of £750 a year

1 Active service, besides time spent on duty, includes privilege leave, subsidiary leave, and periods of vacation during which the officer is not on furlough or extraordinary leave.

2 In cases not provided for by this Section, the officers specified come under the ordinary rules

B—For Inferior Service

For inferior Service

867. *Section* (LXIII)—For inferior service pension and gratuity are awarded as follows —

(*a*) —Compensation and invalid gratuity

Service less than 5 years,———*nil*

5 years and less than 10 years,—3 months' pay
10 „ „ 15 „ —4 „ „
15 „ „ 20 „ —5 „ „
20 „ or more —6 „ „

(*b*) —Compensation pension :

Service not less than 30 years,—half pay not exceeding Rs. 4.

(*c*) —Invalid pension

Service not less than 35 years,—half pay not exceeding Rs 4

1. In special cases the Government of India grants more than half pay, but never more than Rs 4.

2. For inferior service in Mysore no pensions are awardable, but compensation and invalid gratuities may be granted at the rate of one month's pay for each year of service, the pay to be taken at the average of the last three years Inferior servants on the Sowar establishment and on the establishments attached to the Barr Infantry come under this rule

3 To servants of the Mysore Palace establishment, the Chief Commissioner grants pensions at the rates prescribed in this Section, and he may grant compassionate pensions to helpless old servants not entitled to regular pensions A portion, not exceeding half, of the pensions of these servants, may be continued to their widows, if they have no other means of subsistence, and no arrangement can be made to employ any member of the family

C —For Service partly Inferior and partly Superior

868. *Section* (LXIV)—If the service of an officer have been for some time inferior and for some time superior, he has the option of counting the whole as inferior service towards pension or gratuity on the inferior scale, or of counting so much of it as is superior towards pension or gratuity on the superior scale.

Service partly inferior and partly superior

869. *Section* (LXV)—If the officer was promoted from the inferior to the superior grades as a reward for meritorious service, the case may be specially considered by the Government of India.

1. This rule is to be strictly interpreted, and claims under it can be founded only on exceptional promotion, made out of the ordinary course.

CHAPTER XIII.

CALCULATION OF PENSION AND GRATUITY.

870 *Section* (LXVI.) (*a*) —The words "pay" and "emoluments" used in CHAPTER XII mean the pay and emoluments which the officer was receiving at the time of his retirement from service.

Meaning of "pay" and "emoluments"

(*b*) —"Average emoluments" means the average calculated for the last five years of service

1 In the case of officers claiming the benefit of Section 40, Rule 1, "average emoluments" means the average calculated for the whole of the service necessary to qualify for the pensions awarded, excluding any excess service rendered before the commencement of the necessary period and gratuities are to be calculated on "average emoluments" (as defined in this Rule) instead of on emoluments —*F D No* 1341, *dated* 23*rd Feby* 1872

2 If during the last five years of his service an officer has been absent on leave with allowances, or has been suspended and reinstated without loss of past service, his emoluments shall, for the purpose of ascertaining the average, be taken at what they would have been, had he not been absent on leave, or suspended But if the leave is reckoned as service under Section 41, Rule 2, only the allowances actually received during it should be taken into account.

Periods of leave, &c.

3 If during the last five years of his service an officer has been for a period without allowances, or in inferior service, that period shall be disregarded in the calculation of the average, and an equal period prior to the five years shall be included

4 If an officer at the time of retiring holds two appointments, in both of which the service qualifies, the pay and emoluments are taken at the aggregate of the two. But this does not apply to an officer temporarily holding, in addition to his own appointment, an appointment usually held by a

Case of two appointments

separate officer, in such case only one of the appointments can be taken into account

Definition of emoluments

871. *Section* (LXVII) (*a*) —In the term "emoluments" are included the following —

(1) —Pay of substantive appointment,

(2) —Personal allowance,

(3) —Fees or commission, where they are the authorised emoluments of an appointment, and are *in addition* to a substantive pay, and commission in the case of a Thoogyee,

(4) —Field allowances (*i e*, horse and tent allowances) of Surveyors and Assistant Surveyors,

(5).—Charge allowance to Signallers in the Telegraph Department;

(6) —Bullock train allowance in the Post Office Department.

(*b*).—Other allowances are excluded, such as—

(1) —Local allowances;

(2) —Allowances given for duties performed in addition to the work of a regular appointment,

(3) —Messing allowances, working allowances, and provision allowances to officers in the Marine Department,

(4) —House-rent allowance, or estimated value of free quarters,

(5).—Tour allowances (to officers who accompany the Viceroy, or any Government),

(6) —Allowance given in compensation for dearness of provisions

Acting allowances.

(*c*).—Acting allowances are not included unless the "acting" service is counted under Section 17, Rule 2.

Deputation allowances.

1. When an officer in permanent employment is deputed on temporary duty, he cannot count the additional allowances obtained by the deputation (See Section 18)

2 But this rule does not apply to an officer deputed to service in the Income Tax Department, or to an officer deputed on abolition of his appointment, and by direct orders of Government, on special duty In these cases the full allowances are taken.

3. When an officer is *temporarily* transferred to service not under the control of Government, and does not pay any contribution under Chapter VII, he cannot count, in respect of the time passed in such service, higher pay than he had at the time of transfer to it

Section-writers.

4 In the case of section-writers and press servants admitted under Section 20, "pay" and "emoluments" mean the average earnings of the last six months of service (If the gratuity is on the superior scale, this means the average of the last six monthly bills exceeding Rs 10 (See Section 39, Rule 1 (*o*)

"Average emoluments" means the average of the last seventy-two monthly bills exceeding Rs 10.

Net emoluments only to be taken

872 *Section* (LXVIII)—When part of an officer's pay or emoluments is intended to provide for expenses incidental to his duty, that part should be excluded.

Examples — When a sowar's pay is intended partly to meet the expense of keeping a horse, the pay should be taken only at foot rates

When a consolidated pay specifically includes tentage, travelling allowance, or house allowance, these should be deducted in calculating the pension

The commission which a Thoogyee in Burmah obtains goes in part to pay expenses of collection and remittance of money Account should be taken of the remainder only

So also when an officer's pay is given at two rates, a smaller rate during stationary duty, and a higher rate during periods passed on tour or travelling, the former rate alone should be the basis of the calculation

1. Only emoluments actually received can be included in the calculation. For example, when an officer is allowed to count time retrospectively towards increase of pay, but does not receive retrospectively the intermediate periodical increments, these intermediate increments are not allowed in the calculation

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CHAPTER XIV.

APPLICATION FOR PENSION OR GRATUITY

873. *Section* (LXIX)—Every non-gazetted servant of Government, with the exception of Police officers whose pay does not exceed Rs 20, and officers in the Post Office Department and the Inland Customs Department, whose pay does not exceed Rs. 10, is required to keep a service book in which should be entered a statement of every step in his official life, each entry being attested by the immediate head of the office in which he is serving ; and for officers of the Inland Customs Department whose pay does not exceed Rs. 10, a roll shall be kept similar to that prescribed in Section 109 *(a)* for the Police—*F. D. No* 1897 *of* 14*th May* 1872.

Service books to be kept

If the officer to whom the book refers is himself a head of an office (*e g*, a Deputy Post Master or Sub-Inspector of Police), the attestation should be made by his immediate superior

1 The opening page should be divided for entries in the following form —

(1) Name of officer

(2). Caste or race

(3) Residence

(4) Father's name and residence

(5) Age

(6). Exact height by measurement

(7) Personal marks for identification.

(8) Date of entry

(9) Signature of officer

(10) Signature and designation of the head of the office

The entries in this form should be renewed or re-attested at least every five years

2 The remaining pages should be divided for entries in the following form —

(1) Name of appointment

(2) Whether substantive or acting, and whether permanent or temporary

(3) If acting, here state the substantive appointment.

(4) Pay

(5) Acting allowance

(6) Date of commencement of appointment

(7) Signature of officer

(8) Character of officer

(9) Signature and designation of immediate head of the office

(10) Date of termination of appointment

(11) Reason of termination (such as promotion, transfer, dismissal, &c).

(12) Signature of immediate head of the office.

No entries need be made in column 8 except when there is anything either good or bad to be recorded

3 Leave of every description (except casual), periods of suspension from employment and other breaks of service, should be noted with full detail of their duration, by an entry written across the page, and attested by the head of the office

4 A service book in the required form will be issued at cost price as soon as possible to each person at present in the service of Government, in which he should at once enter all past particulars of employment, so far as relates to the establishment in which he is at present serving, and the head of the office will attest the entries after verification from his office records To servants employed at any future time, a book will be furnished by the officer appointing them

5 The service books will be kept in the office in which each officer is serving, being transferred with him from office to office They may be given up to the officers to whom they refer, if they resign or are discharged without fault, an entry being first made to that effect

6 The officer to whom each book refers is himself charged with the duty of seeing that it is properly kept up, and all erasures in it must be properly attested If the book is not carefully kept up, difficulties may arise as to verification of service, should the officer afterwards apply for pension or gratuity

Application for pension, non gazetted officers

874. *Section* (LXX)—An applicant for pension or gratuity, not being a gazetted officer, should submit to the authority, whose duty it would be to fill up his appointment if vacant, his service book, and a statement of the following particulars —

(*a*) —The age of the applicant

(*b*) —List of appointments, both substantive and acting, held during the service in respect of which pension or gratuity is claimed, stating, when any appointment was only an acting one, what substantive appointment was held at the same time The dates of the beginning and end of each appointment should be stated, and the pay and acting allowance drawn in each.

(c) —Dates of beginning and end of each period of leave
(d) —An explanation of each break in continuity of service

875 *Section* (LXXI)—The authority receiving the application should then, in communication with the Account Departments, verify the services claimed

Verification of service

1 In cases of inferior service (regarding which the records of the Account Offices are sometimes incomplete), he should first gather from official records and other sources all the information procurable. In cases of superior service, it will be sufficient to gather, in the first place, only such information as is *easily* procurable

2 The information thus received should then be forwarded to the Account Officer concerned, *viz*

For service in ordinary Civil Establishments	The Accountant General of the province,
„ „ the Public Works Department	The Controller of Public Works Accounts,
„ „ the Post Office Department ...	The Compiler of Post Office Accounts,
„ „ the Telegraph Department ...	The Compiler of Telegraph Accounts,
„ „ the Military and Marine Departments .	The Controller of Military Accounts.
„ „ the Forest Department	In Madras and Bombay, the Provincial Accountant General, in other places, the Provincial Conservator,

for information as to whether his office records bear out the applicant's

statements. If there be any discrepancy, the Account Officer will detail the nature of that discrepancy for instance, that the post which the applicant states that he filled during a certain period is shewn by his registers to have been filled by another man

3 If the service claimed cannot be wholly verified from the records of the Account Offices, reference shall be made to the head of the office in which the applicant states he served during the period in doubt

4 If, for any particular reason, verification from that source is not practicable, the officer receiving the application should take the affidavit of the applicant (on the plain paper,—see General Stamp Act, 1869, Section 15, Clause 12), and should also collect such collateral evidence as may be procurable for instance, certificates, such as those given by an officer to a subordinate on his leaving an office, and the testimony of contemporary servants

5 The service will be admitted or rejected upon consideration of the whole evidence thus afforded

876 *Section* (LXXII) After completing the verification in the manner prescribed in the last Section, the officer should draw up the application in Form A, Appendix A, and arranging with it all the documents relied upon for verification of the service claimed in such manner that they can be conveniently referred to, should forward it, together with the officer's service book, through his official superiors to the Local Government

Form of application

1 He should certify in the application whether the character, conduct, and past services of the applicant are such as to entitle him to the favourable consideration of the Government If the application is for pension or gratuity on the superior scale he must be careful to enter all periods of leave, suspension, &c, which are not reckoned as service

2 If the application is for an invalid pension or gratuity, the requisite medical certificate should be attached to the application, but if omission has been made in this respect, the Local Government may accept a certificate bearing subsequent date

877. *Section* (LXXIII,)—A gazetted officer should submit his application through his official superiors to the Local Government

Gazetted officers

The application should be drawn up, in the form prescribed in the last Section, either by the officer himself or by the head of the department in which he is serving; and the rules under that Section apply, save that it is not necessary to have the service formally verified before forwarding the application

878. *Section* (LXXIV)—The last officer through whom the application for pension passes should send it to the Accountant General, instead of forwarding it direct to Government The Accountant General will, (after, in the case of a gazetted officer, verifying the service in the manner prescribed in Section 71,) submit the application to the Local Government with a report as to extent to which a claim for pension or gratuity is made out, and as to the rules applicable to the case He will also certify the correctness of the calculations of service, and of pension or gratuity.

Accountant General's report.

1. If the case is plainly incorrect or incomplete, the Accountant General should return it for correction or explanation

2 In the Post Office Department, the Compiler being subordinate to the Director General, the application should go to him first, and to the Director General afterwards

CHAPTER XV.

POWER OF LOCAL GOVERNMENTS AND OF THE GOVERNMENT OF INDIA.

879 *Section* (LXXV)—In a case falling clearly and strictly within the letter of the rules, the Local Government may grant the pension or gratuity admissible. If an interpretation of the

Power to grant pensions

rules is involved, or if any indulgence not provided for by the rules is proposed, the Local Government should submit the case, with its opinion and recommendation, to the Supreme Government

1 The Governments of Bombay and Madras should, upon questions of pension and gratuity, communicate with the Secretary of State through the Supreme Government

880. *Section* (LXXVI)—Quarterly statements of pensions and gratuities granted should be submitted by each Local Government to the Supreme Government in Form C, Appendix A (one for pensions, the other for gratuities), within a month after the end of each quarter

Quarterly Statements

1 The statements of pensions and gratuities granted by the Governments of Bombay and Madras in the Military Department should be separate from the statements of those granted in the Civil Department

881 *Section* (LXXVII)—All claims to pension and gratuity are considered in the Financial Department of the Government of India But the other Departments exercise the powers of Local Governments over officers serving under their immediate orders Quarterly statements need not be prepared by these Departments, but they should forward to the Financial Department copies of the formal application, of the Accountant General's report, and of the order sanctioning each grant.

Government of India.

882 *Section* (LXXVIII)—Pensions and gratuities in excess of the amounts admissible under rule, or involving any relaxation of rule, require the sanction of the Secretary of State.

Secretary of State.

1 The Government of India is ordinarily unwilling to pass orders on questions affecting the pension of an officer until he actually retires Memorials which relate to such questions, addressed prematurely to the Secretary of State, are uniformly returned —*F D No* 1783, *dated 9th Augt* 1872.

Claims by officers not retired

CHAPTER XVI.

MANNER OF PAYMENT

883 *Section* (LXXIX)—The order sanctioning the grant of a pension or gratuity to be paid in India should be forwarded, with a copy of the formal application, to the Accountant General of the province in which payment is to be made

Sanction of pension

1 Pensions and gratuities (except pensions awarded under Section 62) must always be stated in rupees and not in sterling, even though they are to be paid in England

884 *Section* (LXXX.)—The Accountant General will then, in case of a pension, draw up a permanent-payable-order in Form B, Appendix A, and will forward it to the officer who is to pay the pension

Permanent payable-order

1 This officer will retain one-half of the order, and will deliver the other half to the pensioner The pensioner is not to have access to the half kept by the disbursing officer, in order that there may be as little facility as possible for fraudulent personation

2 Each payment made is to be entered on the reverse, both of the pensioner's half and of the disbursing officer's half of the order, the entries being attested at the same time by the signature of the disbursing officer. When the reverse of a permanent-payable-order is filled up, both halves should be returned to the Accountant General for renewal.

Note —Pensions granted by Govt on political considerations or on account of past service or present infirmities or as a compassionate allowance cannot be seized in satisfaction of a decree of a Court of Justice —Act XXIII of 187[illegible] Section 11

3 If a pensioner loses his half of the permanent-payable-order, the disbursing officer's half may be returned to the Accountant General, in order that he may issue a new order The requirements of rule 2 will prevent any payment being made on the half alleged to be lost

885 *Section* (LXXXI) —Pensions are payable in India in monthly instalments due after the end of each calendar month.

Pension when payable

1 Apart from special orders, pensions other than extraordinary pensions under Chapter XXII are payable from the date on which the pensioner ceased to be borne on the establishment, or from the date of the application, whichever is later

2 The object of the latter alternative in the preceding rule is to prevent unnecessary delay in the submission of applications The rule may be relaxed in this particular by the Local Government when the delay is sufficiently explained

886 *Section* (LXXXII) (*a*) —Unless specially exempted by the Local Government pensioners must appear in person at the time of taking payment, and be identified by comparison with the permanent-payable-order.*

Personal appearance at time of payment

(*b*) —Female pensioners who are not accustomed to appear in public, and male pensioners who are unable to appear in consequence of bodily illness or infirmity, or are exempted from personal appearance by the Local Government, may receive their pensions upon the production of a life-certificate signed by a responsible officer of Government, or by some other well-known and trustworthy person In such cases the disbursing officer must take all possible precautions to prevent imposition, and must, before the first payment in each year, require proof not only of the existence of the pensioner, but also, in the case of a male, of his inability to attend in person to receive payment

1 Disbursing officers are personally responsible for payments wrongly made, and should take every precaution against fraudulent personation In cases of doubt they should refer to the Accountant General

2 Respectable pensioners may be identified by the disbursing officer at his own house, instead of being made to appear at his public office

3 If a pensioner or a person entitled to a gratuity dies, payment of any arrear actually due may be made to his heir The payment may be made, under the orders of the Local Government, even if the pension or gratuity have not yet been sanctioned If an officer dies before actually retiring or being discharged, his heirs have no claim to anything

887. *Section* (LXXXIII)—Pensioners, drawing pension in India, are required to append to their bills a certificate as follows —

Certificate of non employment

"I declare that I have not received any remuneration for serving Government in any capacity during the period for which the above amount of pension is due"

1 In the case of pensioners permitted under CHAPTER XX to draw pensions after re-employment, this certificate must be modified according to the facts

888 *Section* (LXXXIV). (*a*).—An annual return of pensioners in form E, Appendix A, should be sent to the Accountant General, from every office where pensions are disbursed The Accountant General will submit them, after compilation, to the Government of India.

Annual return

(*b*)—The return is in three parts, (1) for pensions not exceeding Rs. 10, (2) for pensions exceeding Rs 10, but not exceeding Rs 50, (3) for pensions exceeding Rs 50.

(See Appendix C, extract 3)

CHAPTER XVII

PLACE OF PAYMENT.

889 *Section* (LXXXV)—A pension is payable at any treasury in India, or at the Home Treasury in London A gratuity is payable at any treasury in India.

Payable at any treasury

1 Payments at the Home Treasury are made quarterly at the rate of exchange which is annually fixed for the adjustment of transactions between the British and Indian Exchequers

2 The above rule for the conversion of Rupees into Sterling applies to officers under covenant, who are entitled by their covenant to pensions in accordance with the rules applicable to uncovenanted servants, the covenanted rate of exchange for their pay and allowances does not, unless it is expressly so stated, apply to their pensions —*Financial Department No* 1681, *dated 6th March* 1872

890 *Section* (LXXXVI)—Transfer from the Home Treasury to an Indian Treasury, or *vice versâ*, is permitted only once

Transfer between England and India

1 Applications for transfer of payment from India to the Home Treasury should be made to the Accountant General within whose jurisdiction the treasury of payment is If the transfer is admissible, he will grant a last-pay-certificate, forwarding a duplicate to the Financial Department of the Supreme Government (or, in Bombay and Madras, to the Local Government) for transmission to England, if not admissible, he will take the orders of the Government of India in the Financial Department

2 If the pension is not wholly chargeable against the General Revenues, care must be taken to state on the certificate how it is to be debited

891 *Section* (LXXXVII)—A Local Government may, on application, and on sufficient cause shown, permit transfer of payment from one treasury in India to another This duty may be delegated to Commissioners of Divisions or to any higher executive authority.

Transfer in India

1 Copy of the order directing the transfer should be forwarded to the provincial Accountant General, and the Collector of the district from which the payment is to be transferred should be instructed to return his half of the permanent-payable-order The Accountant General will then issue a new one to the officer who will in future pay the pension, or, if the officer belongs to another province, will move the Accountant General of that province to do so

2 A District officer may authorize the payment, at any of the outlying treasuries subordinate to the district treasury, of a pension payable under proper authority at his head quarters, and may transfer the payment of a pension from such subordinate treasury to the district treasury or from one subordinate treasury to another in the same district —*F D No* 2080, *dated* 16*th Augt* 1862.

CHAPTER XVIII

LAPSE AND FORFEITURE OF PENSIONS

892 *Section* (LXXXVIII)—If a pension payable in India remains undrawn for more than six months, the permanent-payable-order must be returned to the Accountant General, and the pension ceases to be payable If the pensioner afterwards appears, the disbursing officer may reclaim the permanent-payable-order and renew the payment, but the arrears cannot be paid without the order of the Local Government obtained through the Accountant General.

Through falling in arrears

1 If the suspension of payment is attributable to error or neglect by any public officer, the Accountant General may direct payment of the arrears without taking the order of the Government

2 Arrears due to deceased pensioners are payable to the heirs within six months after the pensioner's death They cannot be paid thereafter without the sanction of the Local Government.

893 *Section* (LXXXIX)—A pension which has not been drawn for two years lapses, and can be restored only by the Government of India

894 *Section* (XC) - Future good conduct is an implied condition in every grant of pension, and the Government reserves to itself the right of withholding a pension, if the pensioner be convicted of serious crime

On conviction of crime

CHAPTER XIX

COMMUTATION OF PENSIONS.

895. *Section* (XCI)—Life pensions not exceeding twenty rupees *a year* may, at any time, on certificate of good health by the medical officer (Covenanted or Uncovenanted) of the district be commuted at the following rates —

Rate of commutation

Age of Pensioner	*Years' purchase of pension.*
Less than 10 years	13
10—20 „	12½
20—25 „	12
25—30 „	11½
30—35 „	11
35—40 „	10½
40—45 „	10
45—50 „	9½
50—55 „	9
55—60 „	8
60—65 „	7
65—70 „	6
More than 70 „	Inadmissible except by special order of the Government of India.

1 If a pensioner whose pension has been commuted dies before receiving the commutation value, it is payable to his heirs

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CHAPTER XX

RE-EMPLOYMENT OF PENSIONERS AND PERSONS WHO HAVE OBTAINED GRATUITIES

896. *Section* (XCII)—An officer who has obtained a compensation gratuity, if re-employed in qualifying service, has the option of retaining the gratuity, in which case his previous service will not count for future pension or gratuity, or of refunding it and counting his previous service

After compensation gratuity

1 The intention to refund must be stated immediately on re-employment, but the refund may be made by monthly instalments of not less than one-third of the officer's salary, and not less than the whole gratuity divided by the number of months which have elapsed since it became admissible The right to count previous service does not revive till the whole amount is refunded

897. *Section* (XCIII)—An officer who has obtained compensation pension, if re-employed, may retain his pension in addition to his pay, provided that the sum total does not exceed the pay of the appointment on abolition of which the pension was given If his re-employment is in qualifying service, he has the option of retaining his pension (subject to the proviso above stated), in which case his previous service will not count for future pension, or of ceasing to draw any part of his pension and counting his previous service. No refund of pension intermediately drawn is required

After compensation pension

1 In the case of a section-writer or press servant (see Section 20) re-employed, the pay of the appointment abolished is taken at the average earnings of the last six months of employment

898 *Section* (XCIV)—There is no absolute bar to the re-employment of an officer who has regained health after obtaining invalid gratuity or pension. The rules in such a case as to refunding gratuity, drawing pension, and counting service, are the same as in the case of re-employment after compensation gratuity or pension

After invalid pension

899 *Section* (XCV)—A superannuation pensioner is, by the nature of the case, excluded from re-employment

After superannuation pension

900 *Section* (XCVI)—Officers who have obtained retiring pensions cannot be re-employed, except on strong public grounds, and with the express sanction of the Government of India in the Financial Department When so re-employed, they are permitted to draw pension in addition to full pay There is not so much objection to the employment of such pensioners in service paid from Local Funds

After retiring pension

No officer can be permitted to retire with the view of being re-employed, whether in the general service or at the charge of Local Funds, and drawing pension in addition to pay

1 The rules in this CHAPTER do not apply to officers pensioned on the abolition of the Indian Navy If these are re-employed, then service will be on exactly the same terms as if they had never been employed before But so long as they are employed, their navy pension will be held in abeyance, except so much of it as is necessary to raise their total emoluments to one-and-a-quarter times the amount of the pension If they

Navy pensioners

have commuted their pension for a single payment, the same deduction will be made from their allowances as if they had not

2 Nor do these rules apply to military pensioners in civil employ

Military pensioners

The claim of such persons to salary, pension, and gratuity in the Civil Department are dealt with without reference to their military pension But the pensions of commissioned officers other than "good service" pensions, and of the heirs of native non-commissioned officers and soldiers, will, during their employment, merge in their salaries

3 Civil, Military, and Naval pensioners also may, under the orders of the Local Government, be employed without loss of pension, on purely temporary duty, lasting for not more than a year

4 If an officer of the Subordinate Medical Department, holding a civil appointment, continues in civil employ after he has earned his military pension, the pension remains in abeyance

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CHAPTER XXI.

SPECIAL RULES FOR THE POLICE

901 *Section* (XCVII)—The following special rules apply to the members of Police Forces constituted under the following Acts —

XIII of 1856 of the Governor General of India in Council

XXIV of 1859 of the Governor General of India in Council

V of 1861 ,, ,, ,,

VII of 1867 of the Governor of Bombay in Council

1 The Trans-Indus Police Force, though not organised under Act V of 1861, and never possessing a Superannuation Fund, is on the same footing with respect to pension and gratuity as the regular Punjab Police

MUNICIPAL AND RAILWAY POLICE.

Municipal Police

902. *Section* (XCVIII.) (*a*)—If the police of a town is wholly supported by, and under the control of, a municipality, the Government has no concern with their pensionary allowances

(*b.*) But if the Government, being interested in the efficiency of a police force paid wholly or partly by a municipality or from the general revenues subsidised by a contribution from a municipality, undertakes the organisation and control of the force, as connected with, and auxiliary to, the civil constabulary, service in it is treated as service under Government, the contributions of the municipalities towards the cost of the pensions and gratuities of such forces being, for the present, undetermined

1 The police forces in the Presidency Towns of Calcutta, Madras and Bombay, and in the Municipalities in Lower Bengal, come under clause (*b*)

Railway Police

903 *Section* (XCIX)—In like manner the Railway Police on the East Indian Railway and in Bombay, though the Railway Companies contribute towards their cost, are a branch of the regular police, and their service in it is treated as service under Government

1 In the Bengal Division of the East Indian Railway, the Railway Company pay six per cent, in addition to pay and salary, to discharge liability for pension In the other Divisions another arrangement is in force

Qualifying service

604. *Section* (C)—Service in any of the Police Forces mentioned in Section 97, after the establishment of a Superannuation Fund in the force, qualifies

[NOTE.—The Superannuation Funds were funds to which, with the exception of certain soldiers of the Sikh Darbar (see Section 16 (*e*) and members of the Oudh Military Police, police officers whose pay did not exceed Rs 20 were obliged to contribute By these contributions they became entitled to pensions according to the rules of the several funds

Officers whose pay exceeded Rs 20 did not contribute, as they came under the operation of the ordinary pension rules.

By Act X of 1869, the Superannuation Funds established under Acts XXIV of 1859 and V of 1861 of the Governor General in Council, and VII of 1867 of the Governor of Bombay in Council, were abolished. The Superannuation Fund which had been established in the Madras Town Police, under Act XIII of 1856, having been, by Act VIII of 1867 of the Governor of Madras in Council, amalgamated with that established under Act XXIV of 1859, was abolished with the latter. The Funds established under Act XIII of 1856, in the Calcutta and Bombay Town Police, are still in existence

In the Police Forces of which the Superannuation Funds were abolished, the pay of the men was reduced, either individually or on the average, to its previous nominal amount, less the subscriptions to the Funds, the Government undertaking the liabilities of the Funds]

1 Members of office establishments permitted to subscribe to the Police Superannuation Fund by Financial Department Order No 3398, dated 27th July 1863, may count the service during which they so subscribed

905 *Section* (CI.)—In the following cases, members of police forces have exceptional privileges in regard to pension

Exceptional privileges

(*a*)—Soldiers of the Sikh Government to whom service was guaranteed (see Section 16 (*e*)), and who, on the breaking up of the Punjab Military Police in which they had enlisted, were transferred to the Civil Police, are, if their pay does not exceed Rs. 20, entitled to invalid pensions at line rates for their service under the Sikh Darbar, and in the Military Police, and in the Civil Police

Sikh Darbar soldiers

1st Class Sergeants get pension as Havildars, 2nd Class Sergeants as Naiks, and Constables as Sepoys

(*b*)—Men who, after completing, on 3rd May 1861, four years' service in the Army, or in the Oudh Military Police, were transferred to the Oudh Civil Police, and were in employ in that force on 26th January 1864, are, if their pay does not exceed Rs 20, entitled for their service in the Army, and the Military Police, and in the Civil Police, to pensions on the terms applicable to local and irregular troops of the rank corresponding to that which they may attain in the Police

Oudh Military Police.

(*c*)—Men of the Mhairwarra Battalion, who were present on parade on 1st July 1857, and were subsequently transferred to the Ajmir and Mhairwarra Police, are entitled to pensions at the rates for soldiers of the line

Mhairwarra Battalion.

906 *Section* (CII.)—In the following cases service rendered before enlistment in the new Police Constabulary qualifies

Previous service when qualifying

(*a*)—In the first two cases mentioned in Section 101, if the men subscribed to the Superannuation Fund in order to obtain the higher pensions admissible under its rules, or if, through serving on pay higher than Rs 20, they have become entitled to the pension prescribed in Section 106, the previous service mentioned in Section 101 qualifies

Sikh Darbar Soldiers and Oudh Military Police.

(*b*)—Men of the Army transferred to the Police on the reductions of the Native army which were made in 1861, count their army service

Men of Native Army.

(1)—In February 1867 it was declared that this rule would be applicable to all future transfers to the Police on occasions of reduction of the Native army

(2)—In the Panjab Police, men counting service under this rule, if they were faithful during the mutiny when their regiments joined the rebels, are entitled to pensions at the rates for soldiers of the line, instead of the rates of the Superannuation Fund.

(3)—Men of the Army who formed part of the garrison of Lakhnow during the siege in 1857, count three years' additional service

(4)—A man voluntarily taking discharge from the Army and entering the Police, cannot count past service

(c)—Men who were enlisted in the Central Provinces Police in 1861, after discharge with gratuity from the Nagpur Irregular Force, or who were transferred to the Police from that force, or from the Mulki Horse, count their service in these forces and also that in the forces of the late Raja of Nagpur

Nagpur Irregular Force.

(d)—Men of the Berar Police, recruited from the Hill Rangers, count their service in that corps

(e)—Service in the 1st Bengal Military Police Battalion and service in the Oudh Military Police qualifies

Military Police.

(f)—Service in superior grades in the old Police (i. e., darogas and officers of higher rank) or in any other department qualifies

Previous superior service

(g)—In the North-West Provinces and Oudh, men count half their service in inferior grades in the old Police.

(h)—Men transferred from the Army to the Military Police in the years 1858 to 1861, preserved whatever title they had, at the time of transfer, to pension for army service. At the same time, service in the Military Police did not give any further title to pension, except in the cases specially mentioned above. Accordingly, men who possessed this title to pension for army service, and were transferred from the Military Police to the Civil Police, count their previous army service

Army service and Military Police service

(k)—Pensions granted to men who count army service under the above rules will, if their service in the army was sufficient to entitle them to pension if discharged without fault, be a charge on the Military Department, otherwise the whole will be a charge on the Civil Department

Pensions for Army service how chargeable

907. *Section* (CIII)—Policemen on pay not exceeding Rs 20, who re-enlist within one year after discharge, may, at the discretion of the Inspector General, count their service before discharge

Break in service.

AMOUNT OF PENSION OR GRATUITY.

908. *Section* (CIV)—The pension or gratuity admissible to an officer whose pay at date of discharge or resignation does not exceed Rs 20, will be determined, as prescribed in the next Section, according to one of the following scales —

Officers on pay not exceeding Rs 20

SCALE A.

According to the rules of the Superannuation Fund of the force.

1 As the Superannuation Funds did not always provide for compensation pensions and gratuities, the following orders were issued with reference to the reductions directed in 1869

(1)—Compensation pension and gratuity should be awarded at the same rate as the Superannuation Fund Rules provide for invalid pensions and gratuities

(2)—But if the gratuity thus awardable is less than the amount (without interest) of the officer's subscriptions to the fund, the difference should be made up

SCALE B

According to the rules prescribed in CHAPTERS XI, XII, and XIII, for the calculation of pensions and gratuities for superior service, except that (1) all service after the age of 18 years qualifies; (2) in addition to the leave which, under Chapter IX, is reckoned as service, one year's leave in fifteen year's service, and two in thirty year's service, is so reckoned.

909 *Section* (CV) (*a*)—The pensions and gratuities of officers of the Town Police of Calcutta and Bombay are regulated by scale A

(*b*)—The pensions and gratuities of officers of other forces are regulated as follows —

(1.)—Those who were members of the forces before the 19th July 1871—by scale A or scale B according to their election (which, by Financial Department Order No. 2091, dated 19th July 1871, they were directed immediately to declare).

(2)—Those who enlisted or re-enlisted on or after the 19th July 1871—by scale B.

Officers on pay exceeding Rs 20

910. *Section* (CVI)—The pension or gratuity admissible to an officer whose pay at date of discharge or resignation exceeds Rs 20 is determined by the rules which apply to ordinary service, except that service rendered after the completion of 22 years of age, and declared by this CHAPTER to be qualifying, is treated as superior service.

1 When a police officer, by promotion to a pay exceeding Rs 20, loses any benefit as to pension or gratuity which he would have enjoyed had his pay remained unchanged, his pension or gratuity may be regulated as if he had not received the promotion

Previous inferior service

911. *Section* (CVII)—If part of an officer's continuous service qualifies for pension or gratuity on the inferior scale, but does not qualify under the rules in this CHAPTER, he may elect to receive, in lieu of the pension or gratuity admissible under the rules in this CHAPTER, such pension or gratuity as is

admissible to him, under Sections 63 and 64, for the whole of his service both inferior and superior.

Example.—Officers who were transferred to the new Civil Police from inferior grades in the old Police or from the Military Police, and who are not entitled under Section 101 or 102 to count previous service may obtain pension under this Section

1 Officers who under Section 105 (*b*1) have elected to abide by Scale B, will, if they take gratuity under this Section, obtain in lieu of the scale prescribed in Section 63 (*a*) one month's pay for every complete two years of service, but not more than twelve months' pay in all

912. *Section* (CVIII)—Except in the case of the Town Police of Calcutta and Bombay (Section 105 (*a*)), pensions and gratuities are to be calculated upon the net pay, *i e*, the pay actually received by the officer, and not upon the gross pay, *i e*, the pay from which were deducted the subscriptions to the Superannuation Funds (see note under Section 100), but this rule shall not be applied to any officer who, on 19th July 1871, was entitled, by the rules of the Superannuation Fund, to have his pension or gratuity calculated on his gross pay, until he be either promoted to higher pay, or degraded, for misconduct, to lower pay.

To be calculated on net pay

1 Good service pay is not reckoned in calculating pension or gratuity except in the case of those who, before the 19th July 1871, were members of the Police Forces of Bengal (excluding the East India Railway Police) or the Punjab

VERIFICATION OF SERVICE

913 *Section* (CIX) (*a*)—There shall be kept up for each district, by the District Superintendent of Police, a service roll in English, in which shall be recorded the date of the enrolment of each man in the constabulary, his caste, tribe, village, age, height, and marks of identification at the time

Service rolls

of enrolment, his rank, promotion, reduction or other punishment, his absences on leave or without leave, the breaks in his service, and every other incident in his service which may involve forfeiture of portions of his service, or affect the amount of his pension or gratuity.

(*b*)—The roll shall be checked by the vernacular roll and order book, and the punishment register, and every entry in it shall be signed by the District Superintendent of Police.

(*c*.)—In addition to the above roll the Inspector General of Police shall keep a record of all service on pay exceeding Rs 20 (except that of gazetted officers), and shall verify the record annually in communication with the Local Accountant General.

(*d*)—From this roll the necessary statements of service of all applicants for pension shall be prepared, additional proofs being collected, as prescribed in Section 71 in respect of any service rendered before enrolment in the constabulary which the Police officer may be entitled to count.

1 District Superintendents of Police should be on their guard against endeavours to retire on invalid pension by officers who are capable of serving longer Medical officers should be very searching in their examination of the physical unfitness of the applicants for further duty, and, whenever the number of applicants for pension or gratuity is large, the examination should, if possible, be conducted by two medical officers

POWER OF SANCTION

914. *Section* (CX)—Claims by police officers on pay not exceeding Rs 20, to pension or gratuity only for the period of continuous and verified service in the force in which at the time of application they are serving, may, if admissible under the

Sanction

strict letter of the rules, be allowed by the Inspector General of Police, and reported to the Accountant General with the necessary particulars for identification

All other claims will be treated under the ordinary rules.

1 Claims to extraordinary pension or gratuity (see Chapter XXII), even though they may be provided for by the rules of the Superannuation Fund, are subject to the rule in Section 118.

2 The quarterly statement submitted by the Local Government to the Supreme Government, should contain particulars of all pensions and gratuities granted by the Inspector General as well as by the Local Government

MANNER OF PAYMENT

915. *Section* (CXI)—Payment of a pension or gratuity shall be made by the treasury officer of the district where the payee resides, on permanent-payable-orders (in the case of pensions), and on the identification of the payee by the District Superintendent of Police, and special committees shall be assembled every five years for identifying the pensioners

Payment

CHAPTER XXII

EXTRAORDINARY PENSIONS

A—In cases of injury or death.

916. *Section* (CXII)—The following are the Rules for the grant of gratuities and pensions :—

(*a*) to men so injured in the execution of their duty as to be incapacitated for earning a livelihood,

(*b*) to the families of men killed in the execution of their duty.

They apply to all persons employed to do the work of Government, whether permanently, temporarily, or even casually, and whether remunerated by a fixed salary, or (as miners in the Panjab Salt Mines) for piece work. They apply also to village watchmen

Not cases of mere accident

917 *Section* (CXIII) —Pension or gratuity is granted only when injury or death is met in the performance of a duty which is attended with extraordinary bodily risk The Government recognises no claims on account of loss of life or bodily injury resulting from an ordinary accident.

The following would be regarded as *primâ facie* cases of ordinary accident —

A policeman falling from his horse

A policeman on escort duty killed by sun-stroke

A lascar killed by the snapping of a hawser

A laborer falling under a burden

1 The Government recognises no claim on the part of widows on account of the services of their husbands It is the duty of Government officers themselves to provide for their families, the more so that the Government assists certain funds established for the purpose of enabling them to do so

Claims recognised in case of death.

918 *Section* (CXIV) —A pension or gratuity is granted to the family of a man killed in the execution of his duty, only if he had wife, sons or daughters (legitimate), father or mother, dependent upon him for support

1 To native claimants preference is given in the following order son, widow, daughter, father, mother,

919 *Section* (CXV)—The amount of gratuity or pen-
Amount of pension sion is to be regulated by—

(*a*) the character and service of the man injured or killed;

(*b*) the nature of the risk undergone, and the conduct of the man in accepting it,

(*c*) the nature and extent of the injury received;

(*d*) the pecuniary circumstances and prospects of the claimant

1 The Government does not bind itself to grant gratuity or pension in every case, nor, if it grants pension, to grant it for life

920. *Section* (CXVI)—Whenever a claim for gratuity or
Preliminary enquiry pension is made, the head of the office in which the man killed or injured was employed, will hold a formal enquiry, taking evidence on the following matters

(*a*) the circumstances under which the injury was received or the life lost;

(*b*) the relationship (in the case of death) and the pecuniary circumstances of the claimants.

921 *Section* (CXVII)—The head of the office will then
Pension roll submit the case with a report, through his official superiors, to the Government, sending (in the case of a man injured) the usual form of application (Form A, Appendix A) and (in the case of a man killed) a statement in Form D, Appendix A

922. *Section* (CXVIII)—The Local Government may grant gratuity not exceeding six months' pay (which is ordinarily the maximum given), reporting the grant as in the case of an ordinary gratuity. If it deems a grant of six months' pay insufficient, it should report the case with a recommendation to the Government of India.

Power of Local Governments.

923. *Section* (CXIX.) (*a*)—The Government of India grants pensions to the widows and children of policemen, or of village watchmen, killed in the execution of duty, not exceeding two-thirds of the deceased's pay. The grants are made on the principle of giving rather less than would be given in the case of a soldier of similar class killed in action.

Power of Supreme Government

(*b.*)—Otherwise pensions or gratuities in excess of the amount admissible under the last Section require the sanction of the Secretary of State.

B—*Military Service.*

924. *Section* (CXX)—Officers and men, enrolled as volunteers, and having a military organisation, enjoy the same privileges in regard to compensation for wounds, as men of corresponding grades in the regular service, unless they are entitled, under the following rules, or under special conditions of service, to higher rates

(*a*)—Officers of the Covenanted Civil Service wounded in action while serving (under circumstances justifying their presence) with military forces, will receive such compensation as may be awarded by the Government of India, subject to the confirmation of the Secretary of State.

(*b*)—Other civil officers of the Government will receive compensation in proportion to their salaries according to the following scale

If on salaries of Rs 500 a month, or upwards, as Captains.

„	300	„	Lieutenants.
„	200	„	Ensigns.
„	100	„	Subadars
„	50	„	Jamadars
„	16	„	Sepoys

(*c*.)—Persons not in Civil or Military Service, wounded in action while serving (as aforesaid) with military forces, will receive compensation according to their station in life, as compared with that of Military Officers, each case being considered separately on its own merits by the Government of India, and compensation awarded subject to the confirmation of the Secretary of State

C—Mutiny Pensions.

925. *Section* (CXXI) (*a*)—Widows of Uncovenanted Servants who have received pensions on account of their husbands having been killed in the mutiny retain half their pensions after remarriage. Their half pension is not increased on second widowhood.

(*b*.)—Daughters of Uncovenanted Servants in the Panjab, who have mutiny pensions "payable till marriage," receive on marriage, seven years' pension as a dowry.

APPENDIX A. FORM A.—(Four pages)

FIRST PAGE

APPLICATION FOR PENSION OR GRATUITY

1. Name of applicant
2. Father's name
3. Sect or caste
4. Residence.
5. Present or last employment
6. Date of beginning of service 1st May 1851
7. Date of end of service 30th June 1871

	Y	M	D
8 Length of service including breaks .	20	2	0
of which superior .	17	2	10
inferior .	1	5	0
non-qualifying	1	6	20

9. Class of pension or gratuity applied for, and cause of application *
10. [Average] emoluments or pay
11. Proposed pension
12. Proposed gratuity
13. Date from which to commence
14. Place of payment
15. Age of applicant on this date
16. Height
17. Marks
18. Date

* If the application is for a compensation pension or gratuity, the nature of the change of establishment which has given rise to the claim should be fully stated

SIGNATURE OF HEAD OF OFFICE.

SECOND PAGE.

HISTORY OF THE SERVICE (SHOWING BREAKS) OF

Establishment	Appointment	Pay	Acting allowance	Date of beginning.	Date of end	Period reckoned as service	Period not reckoned as service	Remarks	How verified.	Remarks by Accountant General
		Rs	Rs			Y M D	Y M D			
Collr of Hooghly	Muharrir	10		1st May 1851	15th Aug 1851	..	0 3 15	Inferior grade Under 22 years of age	By Accountant General, Bengal — See enclosure A.	
Ditto	Ditto	15		16th Aug 1851	30th Sept. 1852	..	1 1 15			
Ditto	Ditto	15		1st Oct 1852	7th May 1856	3 7 7	. .			
On sick leave		..		8th May 1856	7th Nov 1856	.	0 6 0	....		
Collr of Hooghly	Muharrir	15		8th Nov 1856	15th Jan 1859	2 2 8	..	. .		
Out of employ .				16th Jan 1859	17th Jan 1859	..	0 0 2	Resigned to join new appointment		
Post Office	Deputy Post Master, Burdwan	25	.	18th Jan 1819	11th July 1865	6 5 24	.	.... .	Compiler of Post Office Accounts — See enclosure B.	
Under suspension				12th July 1865	1st Sept 1865	..	0 1 20	Suspension adjudged as a penalty		
Post Office	Deputy Post Master, Burdwan	25		2nd Sept 1865	3rd March 1868	2 6 2		.. .		
Ditto .	Do Offg Post Mr	25	10	4th March 1868	3rd Dec 1869	1 9 0		.		
Out of employ by abolition of appointment				4th Dec 1869	1st Nov 1870	.	0 10 28			
Judge of Nuddea	Clerk .	40		2nd Nov 1870	30th June 1871	0 7 29	..	..	Accountant General, Bengal — See enclosure C	
Total period of superior service		..		..	..	17 2 10				

APPENDIX A. FORM A

THIRD PAGE.

REMARKS BY HEAD OF OFFICE.

1 As to character and past conduct of applicant
2 Explanation of any suspension or degradation
3 Regarding any gratuity or pension already received by applicant See Chapter XX
4 Explanation under Section 47, Rule 1, so far as the Head of the office can give it
5 Any other remarks

SIGNATURE.

CERTIFICATE AND REPORT OF ACCOUNTANT GENERAL.

CERTIFIED that (subject to the remarks below recorded) qualifying service in [*inferior or superior*] grades has been duly proved for years months days; and that a [*pension or gratuity*] not exceeding Rs , is admissible under Section of the Civil Pension Code The calculations have been duly verified.

Accountant General

FOURTH PAGE—(DOCKET).

APPLICATION FOR PENSION OR GRATUITY —

Date of application

Name of applicant.

Last appointment

Class of pension or gratuity.

Amount of pension sanctioned

Amount of gratuity sanctioned.

Date of commencement.

Date of sanction.

FORM B.
(Obverse)

COLLECTOR'S BILL

Place for signature of pensioner on the first payment made hereon

Class of Pension and date of order sanctioning it	Personal identification	Height		Age when pensioned	Sect or Caste.	Residence	Amount of monthly pension
		Feet	Inches				

ACCOUNTANT GENERAL'S OFFICE,

No ——— *Calcutta*, ——————— 187

SIR,

Until further notice, and on the expiration of every month, be pleased to pay to ——————— the sum of Rupees ———————

being the amount of ——————— Pension, as ———————

upon the production of the duplicate hereof, taking from the claimant a separate receipt for the amount according to usual form

Accountant General

To the Collector of ———————

NOTE.—*Payment of this Bill is to be made only to the pensioner in person*, unless specially exempted, or unless disabled from appearing by illness or bodily infirmity, in which case payment may be made upon a life-certificate signed by a responsible officer of Government, or other well known and trustworthy person

PENSIONER'S BILL

Name of Pensioner ———————

Class of Pension and date of order sanctioning it.	Age when pensioned	Sect or Caste	Residence	Amount of monthly pension

ACCOUNTANT GENERAL'S OFFICE,

No ——— *Calcutta*, ——————— 187 .

SIR,

Until further notice, and on the expiration of every month, be pleased to pay to ——————— the sum of Rupees ——————— being the amount of ——— ——— Pension, as ———————

upon the production of this Bill and a separate receipt according to usual form

Accountant General.

To the Collector of ———————

NOTE.—Payment of this Bill is to be made only to the pensioner in person, unless specially exempted, or unless disabled from appearing by illness or bodily infirmity, in which case payment may be made upon the production of this order, and upon a life-certificate signed by a responsible officer of Government or other well-known and trustworthy person

(Reverse.)

Reverse of Pensioner's Bill

Every separate payment is to be recorded below by the disbursing Officer.

When paid.	For the Month of	Amount.	When paid	For the Month of	Amount

Reverse of Collector's Bill

This document is to be retained by the disbursing Officer so long as the authority remains in force, and every separate payment is to be recorded below

When paid	For the Month of	Amount	When paid.	For the Month of	Amount

FORM C

Statement of $\frac{\text{Pensions}}{\text{Gratuities}}$ sanctioned by the _____ in the _____ Department during the quarter ending _____ 18

Column 1.—Serial number

" 2.—Name of recipient.

" 3.—Designation of last employment

" 4.—Name of office in which last employed

" 5.—Character

" 6.—Period counted as service

" 7.—$\frac{\text{Average emoluments}}{\text{Pay or emoluments at time of discharge}}$

" 8.—Class of $\frac{\text{Pension}}{\text{Gratuity}}$ granted

" 9.—Amount of $\frac{\text{Monthly Pension}}{\text{Gratuity}}$ granted

10.—Remarks (here note any cases where less than the full pension or gratuity admissible has been granted; also cases where the pension or gratuity is chargeable to other than general revenues)

FORM D

Application for an extraordinary pension or gratuity for the family of _____ late a _____ killed in the execution of duty.—Submitted by the

(A). Description of claimant

1.—Name and residence
2.—Age
3.—Height.
4.—Religion, caste, or tribe.
5.—Marks for identification
6.—Present occupation, and pecuniary circumstances
7.—Degree of relationship to deceased

(B.) Description of deceased.

8.—Name
9.—Occupation and service.
10.—Length of service.
11.—Nature of injury causing death

(C)

12.—Amount of pension or gratuity proposed
13.—Remarks.

FORM

RETURN OF PENSIONS PAID AT————————

Pensions exceeding Rs ————— and not

		Present Age (last			
		Not more than 50 years.	51 to 60 inclusive	61 to 65 inclusive.	66 to 70 inclusive.
1.—Number of pensioners in the list at end of last year Heading 9 of year's return					
2—Deduct the number transferred into the next period of age					
3—Add the number transferred from the last period of age .					
4—Number of last year thus corrected for age					
5 New names brought on the list	By new pensions .				
6 New names brought on the list	By renewal after being struck off				
7 New names brought on the list	By transfer from other offices .				
8—Total of headings 4 to 7, being total number to be accounted for .					
9—Number on pension list at end of year					
10 Removed during the year	By transfer to other offices				
11 Removed during the year	By death or non appearance for six months .				
12.—Total of headings 9, 10, 11, being total number accounted for					

NOTES—Headings 2 and 3 show the transfer rendered necessary by pensioners passing same as the entry under heading 2 in the next preceding column.

Heading 6—Enter here any persons who, after being entered under heading for six months (Code, Section 88), are again admitted into the list.

E.

DURING THE YEAR 187 -7

exceeding Rs _____

Birth-Day) of Pensions					Remarks
71 to 75 inclusive.	76 to 80 inclusive.	81 to 85 inclusive	86 and upwards.	Total	

from one of the periods of age into the next Hence each entry under heading 3 will be the
11 of any previous statement as having been struck off th list, on account of non appearance

APPENDIX B

PENSION RULES OF 4TH JANUARY 1831

RULES relative to the grant of superannuation pensions to subordinate officers in the Civil Department

Subsidiary and supplementary rules of subsequent date are printed in small type

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926 *Section* (I)—Superannuation pensions will be granted only to the superior classes of public servants indicated in the annexed list

[NOTE —This list is not published, as the Code sufficiently declares to whom these rules may now be applied]

Inferior servants, sowars, armed or organised peons, including jamadars and other ranks, lascars, boatmen, artificers, labourers, and menials are to have no claim to such provision

927 *Section* (II)—With the exception of Native Judges and Law Officers, the applicant must have been employed in the public service for a period of at least twenty years.

928 *Section* (III.)—The public servant, whatever may have been the period of his service, must be incapacitated for further employment, by old age, protracted ill-health, loss of sight, or other bodily or mental infirmity

929 *Section* (IV)—The character, conduct, and past services of the public servant must be favourably certified by the officer or officers under whom he may have been employed, and must appear to be such as to entitle him to the favorable consideration of Government.

930 *Section* (V)—Whenever it may be judged expedient to grant a pension to a public officer, whose case may come within the foregoing provisions, the amount of the pension shall be limited as follows.

Clause 1st—If the period, during which the individual may have been actually employed in the public service, shall be more than twenty years, but less than thirty years, the amount of the pension shall not exceed one-third of the monthly salary or authorised official allowances of such individual, calculated on an average of five years previously to the date of the application for such pension.

Clause 2nd—If the period of actual service shall have been thirty years or upwards, the amount of the pension shall not exceed one-half of the salary, or authorized allowances of the individual calculated in manner above stated.

1. Pension may be awarded on the above scale, to persons thrown out of employ by reduction of establishment, without their being required to produce medical certificate.

2 In the despatch from Court of Directors, No. 18, dated 5th May 1854, the following further rule is prescribed

"We authorise you to grant to any Uncovenanted Servant belonging to a class recognised by the present rules, who, though not possessed of medical certificate of incapacity, may be permitted to retire from the service and who can produce unquestionable testimonials of a faithful, efficient discharge of his duties during a period of 35 years, a pension equal to half the average salary which he may have received during the last five years of his service. These pensions are to be regarded as the rewards of good service, they will not in any case be claimable as of right, and every pension which you may see sufficient reason to grant, must be reported to us with a statement of the grounds of your proceeding"

RULES REGARDING SERVICE.

3 The period of service must be continuous, but a break between two periods of employment, if it does not exceed 12 months, and' was not caused by dismissal from office for misconduct, will not prejudice the officer in whose service it occurs

4 To the following extent leave counts as actual service

(*a*) All leave taken before the Uncovenanted Service Leave Rules of 1856

(*b*) The following leave taken under the rules of 1856

Two out of three years obtainable on medical certificate.

Leave subsidiary to leave on medical certificate.

Privilege leave

Leave on private affairs on half pay, (sec. VII).

(c.) Leave during recess on half pay granted to Native Surveyors in the Revenue Survey Department, Bengal, North-Western Provinces, and the Panjab

5 Service before the attainment of 16 years of age does not qualify for pension

RULES FOR CALCULATION OF PENSION

6 "Authorised official allowances" include the following

(*a*) House-rent allowance, or value of official residence

(*b*) Personal allowance given as compensation for reduction of salary.

The following are not included

(*a*) Personal allowances otherwise than as above.

(*b*) Horse and tent allowances.

Clause 3rd.—For Law Officers and Native Judges, the period of 15 years shall be substituted for that specified in clause 1st, and 22 years for the term mentioned in clause 2nd.

1 This rule applies also to Principals and Head Masters of Colleges and Schools, and also to Inspectors and Professors

2. The concession granted by the rule applies only to cases where the whole of the prescribed period of service has been rendered in the privileged capacities

3 Law Officers are a class which now no longer exists The designation "Native Judges" applies to officers in such positions as Principal Sudder Ameen, Sudder Ameen, and Moonsiff Goung Gyoups in Burmah are also "Native Judges" Magistrates of Police and Judges of Small Cause Courts are not "Native Judges," but a "Native Judge" transferred to be a Judge of a Small Cause Court will retain his privileges

Clause 4th —The rates of pensions shall be fixed on a graduated scale, within the prescribed limitations, with reference to the responsibility and arduousness of the employment, the degree of merit of the individual, and the nature and length of his service.

1 The limit of pension in ordinary cases is Rs. 5,000 per annum, but this is subject to the rules under Section 59 of the Code

APPENDIX C.

EXTRACTS

1.

From the letter of the Government of India in the Financial Department, to the Government of Bengal, No 3177, *dated* 31*st August* 1871

4 The references made in your letter to a proposed formation of a pension fund by deduction from salaries probably arise from the orders of this Department No 940, dated 16th June 1870, which contained, as models, certain rules proposed by the Government of Bombay for the constitution of an educational Pension Fund there

5 The Government of India, on a reconsideration of the whole subject, is disposed to withdraw the approval which it then expressed of the scheme set forth in these rules There is an almost entire absence of data on which to estimate the amount of deduction which would be necessary to render such a fund solvent, and such calculation as can be made renders it extremely doubtful whether five per cent is nearly enough to cover the contingent charge, and it is of course out of the question to guarantee from imperial revenues the solvency of any such fund A pension fund formed by deduction from salary is, perhaps, objectionable also on another ground, namely, that it to a certain extent unnecessarily fetters the hands of the employer

6 In the case, therefore, of local funds which will beyond a doubt be able, without embarrassment, to meet the pensionary claims of employés, it seems to the Government of India that it would be best, should the local Government think proper to grant to the employés a right to pension, to leave the pensionary claims to be met when they arise. And in local funds regarding whose position there is not the same absence of doubt, it would appear to be the wisest course to abstain from making any absolute promise of pension The ability of such funds to provide any pensions which, on special grounds, it may be deemed desirable to grant, can be more easily determined when the claim is presented for consideration, than it can be at a time antecedent by many years to the actual accrual of the charge.

7 It might even be a matter for the consideration of the local Government whether, considering the peculiar constitution of local funds, it would not be well, especially in the case of such as are of uncertain solvency or stability, to credit to a separate account the capital value of any pension granted The necessity of providing at once the entire value of a pension, instead of throwing the charge forward upon future years, would perhaps afford a useful check against indiscriminate recommendations by those who have the management of the funds

2.

From Resolution of the Government of India in the Financial Department, No 4359, dated 14th October 1871

The position of the Government of India, and the difficulty experienced by Native States and public bodies in obtaining competent officers without its assistance, frequently render it necessary for the Government, for political and for public reasons, to transfer its officers to service paid for from sources other than its own revenues Such transfers would, as a general rule, be impossible if the condition were insisted on, that the officer transferred should give up his privileges as an officer in the service of the Government of India, and in the papers above read, the question is discussed what financial arrangements are proper to be made in the case of officers of Government lent to, or transferred to service paid by, Native States, Municipalities, and other bodies financially independent of the Government of India, such as Courts of Wards, Port Trusts, &c, and permitted at the same time to retain their privileges as servants of the Government of India

2 The remuneration of officers of Government may be thus classified—

Immediate—Their pay and allowances while on duty,
Contingent—Their absentee allowances,
Deferred—Their pensionary allowances,

and such officers when lent to Native States, &c, though they obtain their "immediate" remuneration from the State or fund at the charge of which they are employed, look for the most part, to the Government of India for their "contingent" and "deferred" remuneration

3 It may sometimes be expedient, for special reasons, that the Government of India should bear such charges, but as a rule it is not so, and it is necessary to prescribe the conditions which should be imposed, so that such charges may be avoided, unless the Government, for special reasons, accept them

4 The Government of India have accordingly resolved to require, on account of every officer lent or transferred to a Native State, or a Municipality or other financially independent body, who is permitted to retain his position in relation to the service of Government, and his claims to absentee and pensionary allowances under the rules of the service to which he belongs, and with regard to whom the exemption contemplated in paragraph 3 is not declared, a contribution proportional to the salary which he receives and regulated on the following principles

5 In the first places, it is to the officers themselves, and not to their employers, that the Government will look for the contribution required any other course would be productive of difficulty and inconvenience

6 In the second place, a calculation founded upon such data as are available shows that the cost to Government of the charges above classed as contingent and deferred, excluding, however, privilege leave allowances, is about one quarter of the amount actually disbursed in the form of "immediate" remuneration

* * * * * * *

13 In the case of Covenanted Civil Servants the contribution of one-fifth required by this resolution, includes the four per cent deduction to the Annuity Funds which will not be separately levied The amount of the contribution to be credited to the Annuity Fund is 3⅓ per cent of the full nominal pay and acting allowance, being one-twenty-fourth part of the amount retained by the officer after deduction * This proportion, being one-sixth of the entire contribution, will be credited to the Annuity Funds, so long as they are maintained

* i. e., the same as 4 per cent. retained out of 100

3.

From Resolution of the Government of India in the Financial Department, No. 1586, dated 22nd March 1871

The Governor General in Council has had under consideration the question of how to guard against fraudulent claims to pensionary allowances being put forward by strangers after the actual incumbents are dead

2. The chief protection against such claims must be the careful testing by disbursing officers of each claim at the time it is presented

3 But it seems advisable also that statistical information regarding pensions should be kept up, and for this purpose His Excellency in Council is pleased to direct that, from every office where pensions are disbursed, returns in the annexed form shall annually be made to the Account office to which it is subordinate

(1) —For pensions not exceeding Rs 10

(2) —For pensions exceeding Rs 10, and not exceeding Rs 50

(3) —For pensions exceeding Rs 50

4 The Account officers should scrutinise the information thus received, in order that enquiry may be at once made where any remarkable longevity appears, or where any other anomalous features present themselves

5 His Excellency in Council is well aware that there is great difficulty in exercising a check by this means on the action of local officers. The instances in any single disbursing office are necessarily too few to warrant the assumption that their departure from mathematical regularity requires any special explanation, and on the other hand, in the compilation of the figures of several offices, the effects caused by the perpetration of frauds in any one would probably disappear in the mass

6 But while His Excellency in Council, in view of this difficulty in supervising this particular part of their work, confidently expects at the hands of local officers extreme caution in dealing with claims to pensions, he does not doubt that the information contained in the forms now prescribed will be found in both central and local offices to be of great value

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SUPPLEMENT A *See* Covenanted Civil Servant—Pensions
" B *See* Judges of the High Court—Pensions
" C *See* Chaplains—Pensions
" D *See* Pilots—Pensions

BOOK X.

PART I.

MARINE OFFICERS

PILOT SERVICE.

Pay and Allowances

Service Pilots

931 The salaries of Members of the Pilot service are as follows —

Volunteers receive	Rs	60	per mensem
Junior Second Mates ditto	„	80	„
After three years, not having been promoted, receive	„	100	„
Senior Second Mates receive	„	120	„
After three years	„	140	„
Mates	„	150	„
After three years	„	170	„
After six years	„	190	„
Masters to receive	„	280	„
After four years	„	320	„
After eight years	„	360	„
After twelve years	„	400	„
Branch Pilots	„	550	„

932 Branch Pilots, appointed to the service before 5th August 1839, receive Rs 700 a month. When placed in charge of pilot brigs, they draw, in addition to their salary, a command allowance of Rs. 200 a month.

933 When Service Pilots join the Free List, they draw no fixed salary, but 60 per cent. on the pilotage of the vessels piloted

934 When vessels are towed by steamer, the owner or agent receives a refund of ¼th of the full pilotage for the distance towed by steam, the Pilot receiving 60 per cent. on the balance

935 When attending Courts of Enquiry, or performing other special duty, Pilots draw the full pay of their rank from the date of receiving a summons

936. The following is the scale of tonnage fixed for the various grades of the Pilot service in supercession of previous orders. Ben. Govt. dated 4th Jany. 1869 C G dated 6th idem

Junior Mate	...	up to 450 tons
Senior ditto	...	from 450 to 700
Master Pilot		„ 700 to 1,000
Brevet Branch		„ 1,000 to 1,100
Branch Pilot	..	„ 1,100 tons upwards or any ship over a Master Pilots tonnage, provided no Brevet Branch Pilot is present who has been out longer than the Branch Pilot of the turn

937. Members of the Pilot service can make family remittances to England as follows — Court of Directors No. 38 dated 30th or 20th Septr 1818.

Branch Pilot	...	£ 100 per annum
Master	...	.. „ 70 „
Mates	..	.. „ 50 „

938. Commanders of Flats in actual Commission draw salaries not falling short of Rs. 150 per mensem. Fin. Dept No 609, dated 31 Jany. 1868.

Licensed Pilots

939 These Officers, if they entered the service prior to the 23rd January 1862, are allowed, like Service Pilots, 60 per cent on the pilotage of vessels piloted by them, while those who entered after that date, receive 50 per cent

940. Licensed Leadsmen receive Rs 100 a month ; but when they pass as Junior Mates, they receive from Government, if their income from pilotage falls below Rs 150, a sum equal to that amount

941 While absent from duty, licensed Pilots receive no pay

942 If a vessel is obliged to put back from no fault of a Pilot, free or licensed, and if the outward and inward fee to and from the point reached, exceed outward pilotage to sea, the excess only is charged

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Mess Allowance

943 The following mess allowances are drawn by Pilots —

When proceeding in Government vessels, Mate Pilots are allowed one Rupee a day, from Government, and they pay one Rupee themselves.

Master Pilots pay Rs 2 a day themselves

Branch Pilots and Brevet Branch Pilots pay Rs 4 a day themselves

When free or licensed Pilots are ordered up and down on account of Government duty, Government pays their mess allowances

Government pays Commanders of Pilot vessels Rs 20 a month for messing volunteer Pilots

When proceeding up and down the river in merchant vessels, Government pays Rs 8 per diem on account of the mess of free and licensed pilots Out of this sum, Mate Pilots, not in the free list, pay one Rupee per diem, Government the balance, or Rs 7.

BOOK X.

PART II

Pilot Service

Leave of Absence

944 Members of the Pilot Service are allowed leave of absence under the following rules sanctioned by Government, and promulgated by the Master Attendant on the 1st July 1835.

Rules for Leave on Private Affairs

1*st.*—The Master Attendant may grant to any member of the Pilot Service, upon application and sufficient cause shewn, leave to absent himself from his duties for a period less than one month without quitting the Presidency, and for such absence there shall be no deduction from the pay and allowance of the party availing himself of the indulgence.

2*nd.*—Any member of the Pilot Service who shall consecutively absent himself from the duties of the service for a period exceeding one month, except upon leave granted under Medical Certificate, as provided below, shall suffer a deduction from his allowance of one-third

3*rd*—Any Branch Pilot, Master Pilot, Mate, or Volunteer, desiring leave of absence on account of private affairs for more than one month, or desiring to quit the Presidency otherwise than in the way of duty, shall submit an application for the same to the Master Attendant, and shall make known to him the occasion which induces him to apply for

leave The Master Attendant shall be competent to grant leave on account of private affairs for a period not exceeding three months, and the party availing himself thereof shall be subject to the deduction above provided

4th —Any member of the Pilot Service who shall be absent for a longer period than three months, without the special sanction of Government, shall lose all pay and allowances for the period of absence, and further, shall suffer deduction of the time of such absence in computing the period of his general service

5th —Pilots unable to discharge the duties of their profession on account of ill-health shall be bound to furnish a Medical Certificate to the effect, under pain of being considered absent without leave

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Leave on Furlough or on Medical Certificate

1st —The following Rules were established for members of the Pilot Service under the sanction of the Hon'ble the Court of Directors —

2nd —When the Public Service does not require the presence of the whole Establishment, a Pilot, after fifteen years' actual service, shall be allowed a furlough not exceeding three years, receiving during such period the same allowance according to his rank as is hereinafter provided if absent in Europe on Medical Certificate, but he is not to receive any passage money

3rd —Members of the Pilot Service whose state of health may require a voyage to Sea, or who may, on that account, desire to leave the Presidency, shall submit an application for the same to the Master Attendant, forwarding with the application a Certificate from the Marine Surgeon The Master Attendant may grant leave for any period not exceeding three months, and the party availing himself of it may draw while absent on such leave, his entire pay and allowances without de-

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Note.—A licensed Pilot absent without leave for six months may be struck off the roll, without further enquiry This ruling is to be applied to Members of the Pilot Service in command of Steam Tugs.—*Bengal Government No* 5665, *dated* 30*th November* 1868.

duction. If the leave solicited exceed the period of three months, the Medical Certificate must be countersigned by a Member of the Standing Medical Committee, and the sanction of Government will be required to enable the Pilot to proceed to the Cape or elsewhere under the following Rule —

4th —Any member of the Pilot Service compelled by sickness, duly certified, to proceed to the Cape or elsewhere beyond Sea, to the east of the Cape, shall be entitled to draw, for six months from the date of his leaving the Presidency, the entire pay and allowances of his grade in the Pilot Service After the first six months no member of the Pilot Service shall receive more than seven-eighths of the allowances of his rank.

5th —Pilots authorized to proceed to England for the benefit of their health will receive passage money and draw allowances, as heretofore, from the date of the Vessel in which they embark leaving the Pilot for Sea, as follows —

PASSAGE ALLOWANCE

	Rs	As	P
Branch Pilots	1,435	5	0
Masters	956	14	0
Mates	765	8	0
Senior Second Mates	669	13	0
Junior Second Mates ...	574	2	0
Volunteers	478	7	0

ALLOWANCE PAYABLE DURING SICK LEAVE IN EUROPE

	Rs	As	P
Branch Pilots per month	200	0	0
Masters ditto .	90	0	0
First Mates ditto .	50	0	0
Second Mates ditto . ..	40	0	0
Volunteers ditto	40	0	0

6th —Passage money will be granted as an advance to members of the Pilot Service proceeding under Medical Certificate to the Cape of Good

Hope or elsewhere than to Europe, when they may be in actual need of such assistance, at the following rates respectively, under the condition of re-payment by instalment, to be settled in each instance by the Master Attendant, and submitted for the sanction of Government along with the application —

PASSAGE MONEY.

	Rs.	As	P
Branch Pilots	500	0	0
Masters	400	0	0
Mates	350	0	0
Senior Second Mates . .	320	0	0
Junior Second Mates	300	0	0
Volunteers	300	0	0

7th —Members of the Pilot Service absent at the Cape or elsewhere, under the Rules for such absence above stated, will be required to return to India at the end of six months from the date of their leaving Calcutta, unless they forward to the Master Attendant a renewed Certificate from the Colonial Surgeon, or other Principal Medical Officer of the place where they may be residing, stating that a prolonged residence is necessary for complete recovery

8th —A member of the Pilot Service absent under the above Rules may, provided he forwards renewed Medical Certificates every six months as required in the preceding Rules, continue absent from India for a total period not exceeding two years, drawing during absence the allowances stated, either through his Agents at Calcutta, or by a Bill signed in the presence of a Magistrate at the place where he may be residing, and certified to be so signed on the date specified The Bills may be drawn in duplicate, and will be payable to the order of the Pilot, provided, however, that no Pilot shall be allowed to benefit by this provision, unless he shall give security to such amount as may be sufficient to cover any refunds to which he may become liable in case of proceeding to Europe, or of over receipt by Agents

9th —Any member of the Pilot Service who shall be absent beyond Sea for a period exceeding two years shall, from the date of the expira-

tion of the two years, be considered as suspended from the Service. It will remain to be decided, upon his return at any subsequent date, whether he shall be restored or not accordingly as he shall be able to satisfy the Master Attendant and Government, that he used all possible exertion to return within the time fixed, but failed to do so from causes beyond his control

General Rules.

10*th* —Under the authority of the provisions contained in the latter part of Clause 1, Act 1 Vic, cap 47, it is further provided, in respect to all the above classes of Officers, that, if they embark with the permission of Government at any other Presidency than their own, or at any other place or port in India, provided that it be not more distant from their Station than the ports of their own Presidency, the date for the commencement of the operation of the above Rules for sick leave beyond Sea, shall be that of actual embarkation at such place or port, and not that of leaving the frontier of their own respective Presidency, and the same privilege in respect to the date of leaving India will be granted to Officers' of the several Services referred to, embarking at other Presidencies or places in India, not more distant from their Station than the ports of their own Presidency, with the leave of Government previously obtained for the purpose of proceeding to Europe on furlough, or of retiring from the Service altogether

11*th* —In the above Rules no provision is made for the case of servants of the classes mentioned resigning the Service after leaving their Presidency with the permission of the Government in consequence of sickness The case of such persons has been considered by the President in Council to require a new Rule, which, under the terms of the Act, requires to be submitted for the confirmation of the Secretary of State before it can take effect It is accordingly declared that the security to be given by servants, as the condition of their drawing allowances while absent from their Presidency, must provide for the case of such retirement, and the servants must bind themselves to refund the whole of the allowances so drawn in case of their resignation and departure for Europe without previous return to their Presidency, provided that the new Rules to be established should require such refund

BOOK X.

PART III.

PENSIONS.

Civil Pension Code

SUPPLEMENT D

MEMBERS OF THE PILOT SERVICE IN BENGAL.

[*Note*.—The following rules were declared in 1835.]

945 *Section* (I).—In consideration of a monthly contribution to the extent noted in the margin, by the pilots of the several grades towards a fund for pensionary support to their widows and orphans, the following pensions will be allowed by Government —

Contribution		
Branch Pilot, at Rs	40	a month
Master	„ 20	„
First Mate	„ 10	„
Second Mate & Volunteer	„ 4	„

Branch Pilot	...	Rupees	200	a month
Master	... ...	„	100	„
First Mate		„	60	„
Second Mate and Volunteer	..	„	30	„

FAMILIES

Widow of Branch Pilot	...	Rupees	100	a month
Ditto „ Master	...	„	50	„
Ditto „ First Mate...	..	„	30	„
Ditto „ Second Mate and Volunteer..		„	15	„

CHILDREN

Girls until 10 years of age	... Rupees	14 a month	
After 10 years until married	... „	20	„
Boys until 15 years of age	... „	12	„

1 The widow of a pilot married to him after he became a pensioner and the children of such marriages, are not entitled to the benefit of these rules

946 *Section* (II) (*a*)—Pilots are entitled to pension at the above rates on medical certificates by the Standing Invalid-Committee

(*b*)—A pilot after thirty years' actual service in India, if he shall have attained the grade of Branch pilot, shall be entitled to retire upon the pension of Government Rupees 200 a month, or if below the grade, upon a pension of Government Rupees 100 a month, provided that in any period of consecutive years the number of pensions so granted do not exceed four.

947. *Section* (III)—To entitle widows and orphans to the above pensions, pilots are to forward to the Master Attendant certificates of their marriage, of the birth of their children and of their baptism, within one month after the occurrence thereof Notices of death are in like manner to be forwarded to the Master Attendant

948. *Section* (IV)—No widow who may have been legally divorced or separated from her husband for adultery, or who at the period of her husband's demise, may have quitted his protection and be living in a state of notorious adultery though not divorced or separated from him by law, or who, sub-

Note.—Pilots dismissed the service are entitled to a refund of their contribution without interest—*General Department No.* 22, *dated* 27*th October* 1834.

sequently to her husband's decease, may be living in a notorious state of incontinence, nor any female orphan living in such state, shall be entitled to receive or continue to receive any pension under these rules

949 *Section* (V).—If a widow pensioner marries, her pension is to cease during her coverture, but in the event of her again becoming a widow, she shall be re-admitted to the pension to which she was entitled during her first widowhood, unless her second husband shall have been a member of the pilot service, and have been at his death of a higher grade than her first husband, in which case she shall be entitled to the pension of the higher rank

950 *Section* (VI) —All pensioners under these rules are to make personal appearance at the Accountant General's Office on the first day of every alternate month, or to afford such other proof of their existence as the Accountant General may from time to time require.

951 *Section* (VII —Widows and female orphans above the age of fifteen years are required to forward to the Accountant General's Office declarations half-yearly, in May and November, that they are not married, and that they have not been married at any intervening period The declarations are to be countersigned by the executor to the estate of the deceased member of the pilot service, or pensioner, or by the guardian of an orphan, and by a member of the pilot service, certifying to the truth of the declaration to the best of their knowledge and belief Forms of the declaration will be furnished on application at the Office of the Accountant General.

952 *Section* (VIII)—Contributions to the pension fund members of the pilot service who joined the service on or before the 1st July 1835, and pensions to them and to their families, will continue to be paid in Sicca Rupees All other contributions, allowances, and pensions, will be paid in Government Rupees

1. If pensions payable in Sicca Rupees are paid at the Home Treasury of the Government of India, payment is made at 1*s.* 11*d* for each Government Rupee, Government Rs 106 being taken as equivalent to Sicca Rs. 100

BOOK X.

PART IV.

ENGINEERS OF THE MARINE DEPARTMENT.

Pay and Allowances.

953. The following Rules, for regulating the appointment, allowances, &c., of the Engineer's establishment were promulgated by order of Government, by the late Marine Superintendent on the 1st August 1855 —

1st —Engagement of Engineers

All Engineers who engage at Calcutta for service in the Steam Vessels or Factories of the East India Company, and all persons who engage in the Engineer's Department for the purpose of learning the craft, will be required to do so for general service on board any of the Government Steam Vessels, in peace or in war, wheresoever those vessels may be employed, or to serve on shore in any of the Steam Factories or Foundries of the East India Company established for the manufacture or repair of machinery, or in their Mint Establishments But all appointments to the Engineer's Establishment will be subject to a medical examination of the individual in the first instance.

2nd —Appointment of Engineers

All Engineers will be appointed by warrant, in the same manner, and under the same regulations, as the Warrant Officers of the Indian Navy Engineers will be distributed into three classes with the denomination of—

First Class Engineers
Second Class Engineers
Third Class Engineers

The classes will rank respectively in that order, and the Engineers will rank with each other according to seniority on the official list of their class,—they will have rank on boardship relatively with Warranted Boatswains, Gunners and Carpenters, and in succession to those Officers

No person will be deemed eligible for an appointment as an Engineer in the East India Company's Marine Service, or for promotion to the higher classes, until he shall have passed an examination before a competent Engineer or some other officers to be appointed for that purpose or until he shall have produced a certificate to the same effect from a respectable and competent Engineer as to his qualification for each class as hereinafter stated

3rd —Qualification for First Class Engineer

No person will be considered qualified to hold the warrant of a First Class Engineer who is not able to keep accounts and to make notes in the log of every particular of the working of the engines and boilers

He must be thoroughly acquainted with the principles upon which the machinery works in all its parts, and be capable of setting right any defects which may arise in the engines or boilders, and also to adjust the length of the various rods and motions, slide valves, and eccentrics

He must have been at sea as an Engineer, and be capable of working, starting, stopping the engines, &c, and be able to make rough sketches, correct in proportions, of any part of the machinery

He must be able and willing to exert himself practically as a workman upon occasions, either in driving, packing, or repairing the engines.

He must be willing to instruct in his art such lads—European or Native—as the Court of Directors of the East India Company, or the Indian Government, may place under him as Apprentices.

4th —Qualification for Second Class Engineer

He must be equal in education to the First Engineer, and but little inferior in mechanical acquirements, with the exception of the nicer points of adjustment of slides, &c, and his improvement on all such

points of knowledge will be the road to his promotion to the post of First Class Engineer as vacancies occur.

5th — Qualification for Third Class Engineer

He must not be inferior in education to Second or First Engineers, and will be selected either from the senior class of Apprentices, or appointed direct to the service from a Factory He must be accustomed to engine-work and acquainted with the principles of the engine, with the names of its parts, their several uses and effects in producing motion, and, if found qualified, he will be eligible for promotion to the higher grade as vacancies occur

6th —Employment of Engineers on Shore

An Engineer of either class may be required to perform duties on shore, or to make repairs of machinery in the Mint, or in any Factory, or on board other Steam Vessels than that to which he is attached

7th —Scale of Pay and Allowances of Engineers Fml Dept No 2808, dated 19th August 1871

		Per mensem			
1st Class	...	Rs	250	0 0	Without any claim to Steam money
2nd Do	.	„	170	0 0	
3rd Do	.	„	120	0 0	

* * * * *

The First Engineer will be allowed 8 annas a day for each Apprentice placed under his tuition when attached to a steamer during the period such lads are taught by him, on production of a certificate from the Commanding Officer of the steam vessel Such fee, however, will not be allowed on account of any Apprentice after he has been raised to the rank of Journeyman

Every First Class Apprentice promoted to the rank of Journeyman will be entitled to an increase of Rs 10 per month to his pay.

Engineers in the Company's sea service will be supplied with rations and will be provided with quarters on boardship or ashore at the expense of Government, or, when such are not provided or supplied, they will be entitled to compensation at the rate of 8 annas per day for rations, and 25 rupees per month for quarters

No allowance for house-rent will be granted to an Engineer absent from his ship at sick quarters, the General Hospital being open for his reception.

When a ship is in dock, or under repair, which unfits her for the habitation of officers and crew, the Engineers will be provided with quarters afloat or on shore in the same way as other Officers

Engineers who have not been appointed to any class, and who are not employed on the sea steamers, are designated Unclassed Engineers, and beyond their pay they have not, under any circumstances, other allowances. They may be transferred according to their abilities to either of the three classes of Engineers, three years' service as an Unclassed Engineer or Engine Driver, counting as two years in the class to which they may be removed for determining the rate of pay they may become entitled to, or, in other words, all Unclassed Engineers and Engine Drivers are, for the above-named purposes of calculation of pay, as also for absence on leave or for pension, to be considered as Engineers of the third class

* * * * *

When an Engineer of either class attached to a steamer is absent at sick quarters and his place not filled up, or when from any cause any appointment of the engine room establishment of Engineers is vacant, the Engineers junior to the absentee shall, for the time such appointment remains vacant, enjoy, as regards allowances only, but not pay, the advantages that would result from a successive rise of the juniors of the ship's establishment to fill the vacant appointment, and the indulgence shall extend to the Journeyman or Senior Apprentice, provided that the latter be of the first class, and that both hold certificates of eligibility for promotion Thus, the Chief Engineer being absent at sick quarters, the Second Engineer for the time being will enjoy the Apprentice fee and higher rate of steam money, and the Third Class Engineer,

in like manner, will enjoy the steam money of the second class, and the Journeyman or Senior Apprentice, under the above conditions, the steam money of the Third Class Engineer

Journeymen and Apprentices, whilst attached to sea steamers, will be allowed rations or compensation for the same on the same scale as Engineers, and when disembarked they will return to the work-shop on the footing of others of their class

8th —Allotment or Family-money

Engineers of either class may allot any portion, not exceeding half their pay, for the benefit of their families

LEAVE OF ABSENCE AND PENSION.

Engineers are allowed Leave of absence and Pensions under the Rules laid down for uncovenanted Servants generally. Finl Dep No 148, dated 12th Jany 1870,

APPENDIX A.

RULES

FOR THE

ADMISSION OF MILITARY OFFICERS

TO THE

Civil and Political Departments

No 3101, dated 5th October 1864

NOTIFICATION.—By Government of India, Home Department.

THE Governor General in Council having had under consideration the rules for the examination of Military Officers seeking admission to the Staff Corps in the Civil and Political Departments, which were published in the Notification of Government No. 242, dated 25th May last, has determined, subject to the sanction of Her Majesty's Secretary of State, on the substitution of the following rules —

In continuation of the general regulations for the admission of Officers to the Staff Corps, notified by the Military Department in G. O No 531 of 1864, dated the 27th (25th) June, the following rules relating to the future employment of Military Officers in the Civil and Political Departments of the Government are published for general information :—

I A candidate for appointment to the Civil or Political Department, with the view of qualifying for the Staff Corps must furnish the certificates mentioned in Paragraph 5 of

G O No 531, of which the forms were given in Appendix A of the same G O, and are now republished at the end of the present Notification.

II He must have been previously attached, for a period of not less than one year, to a Native Regiment,* but such period may form part of three years' duty with a regiment required by the general regulations for admission to the Staff Corps He will be required to produce a certificate from his superior Officer, testifying to his efficiency and good conduct, and especially to his conciliatory demeanour towards the Native soldiery and other people of the country with whom he has been brought in contact.

NOTE —Previous service for a year in the Survey, Public Works, Commissariat and Stud Department and in the Police will not in future exempt a candidate for the Staff Corps who may desire to enter it with the view of obtaining Civil or Departmental employment from the rule which requires a year's service with Native Troops as a preliminary condition to his admission as a Probationer for the Corps Such service with Native Troops will hereafter be always required except in any special cases, before a candidate is accepted as a Probationer for the Staff Corps or any Department Civil or Military —G. O. No 221 of 1872.

III The period of one year reckoned, as explained in the following rule, from the date of the first half-yearly examination held subsequent to appointment, is fixed as the limit within which an officer, admitted on probation to employment in the Civil or Political Department, will be required to qualify himself to undergo the examinations hereinafter mentioned, in passing which he will have a claim to have his services retained and he will then, under the order of the Military Department, be appointed to the Staff Corps

IV. Examinations will be held half-yearly in October and April of each year. A candidate may appear at the first

* The footnote formerly attached to II of these rules has been cancelled.—*Home Department* No 917, *dated* 23*rd February* 1872, *G. G. O. No.* 220 *of* 1872.

examination held after the expiry of the first six months of his probation, and if he fail to pass must again appear at the next examination six months later A candidate failing to pass at the first examination, held after the expiration of his year of probation, will be removed from employment in the Civil or Political Department, and consequently will not be appointed to the Staff Corps.

V Subject to such general directions as shall from time to time be given by the Government of India, the examinations will be conducted by a Committee acting under the orders of the Lieutenant-Governor, or Chief Commissioner or Political Agent, or Resident, as the case may be.

VI. The examination will embrace, in the case of Officers employed in general civil duties, the subjects of Indian History, Political Economy, and Jurisprudence The works on the two last named subjects in which candidates will be examined, are Bentham's Theory of Legislation (Trubner Co, London, 1864) and Fawcett's Manual of Political Economy * Notice of any change in the books for examination will be given at least one year before it takes effect

VII Every Officer in civil employment will, in addition to the above examination, and notwithstanding his appointment to the Staff Corps, be required to undergo the local and departmental examinations prescribed for Covenanted Civil Servants in the province in which he is serving

VIII The examination, in the case of Officers employed in the Political Department, will embrace the subjects abovementioned, and the candidate will, in addition, be examined in Wheaton's work on the principles of International Law He will also be examined in the collection of Indian Treatises

* Vide G. O No 908 of 1867

and Engagements, now being published under the direction of the Foreign Office

IX No Officer will be admitted on probation to civil or political employment who has not passed the examination in Hindustani required by the general regulations for the admission of Officers to the Staff Corps.

X Cantonment Magistrates will be classed with Officers in civil employ Separate rules will be promulgated hereafter as regards Police Officers, but Police Officers, if transferred to civil employment, will be required to pass the examination prescribed for Officers in civil employment

XI As a general rule, Military Officers will be appointed to the Political Department from among those who are already in civil employment, and every Officer so transferred will be required to pass, within one year from the date of his transfer, the additional examination in International Law and Indian Treaties prescribed for the Political Department, failing which he will forfeit his appointment

XII These rules are intended to be prospective in their effect They will not apply to any Officers now holding permanent appointments in civil or political employment, such Officers will be entitled to join the Staff Corps in virtue of their appointments Officers, however, who do not hold permanent appointments will be subject to these rules But the case of any Officer who has been formerly in civil or political employment, and who having quitted such employment may hereafter be re-appointed to it, will be specially dealt with as the circumstances of the case may require.

No 1434, DATED 5TH DECEMBER 1864

Extract from the Proceedings of the Government of India in the Foreign Dept

READ an extract from the Proceedings of Government in the Home Department, No 3189, dated 5th October, submitting, for further consideration, rules for the future employment of Military Officers in the Civil and Political Departments of the Government

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OBSERVATIONS

The Governor General in Council observes that, under the rules laid down in the above communication, an Officer appointed to the Political Department must pass an examination in Indian History (Marshman,) Political Economy (Mill,) Jurisprudence (Austin, Vol I, and Maine's Ancient Law), Wheaton's International Law, and Aitchison's Treatises

II If he shall have passed in the first three subjects while in civil employment, previous to his appointment to the Political Department, he will, of course, not be required to undergo a second examination in those subjects

III. As regards the Native languages, an Officer, before he can be appointed either to the Civil or to the Political Department, must have passed in Oordoo by the second or higher standard laid down in the Military Deparment, which appears to be, for all practical purposes in political employ, a sufficient test of an Officer's knowledge of Oordoo

IV. The only point, therefore, which seems to remain for consideration in the Foreign Department is, whether some further examination shall be required, and whether that examination shall be in *some other* language than Oordoo The

Governor General in Council apprehends that, as regards political employment directly under the Government of India, the only other language of which a knowledge is essential for political employment is *Persian* The Governor General in Council is, therefore, pleased to direct that Officers, who may hereafter be appointed to Political offices directly under the Government of India or the Punjab Government, shall be required to pass, or to produce a certificate of having already passed, an examination in Persian in addition to the examination in the subjects prescribed in G O No. 3101, dated 5th October last, in the Home Department.

FOREIGN DEPARTMENT NOTIFICATION.
No 541P, DATED 17TH MARCH 1871

Rules for the examination of probationers for the Staff Corps in the Administrations and Branches of the Service under the control of the Foreign Office

Under the terms of paragraph 5 of Notification in the Home Department, No 3101, dated 5th October 1864, marginally quoted, the following instructions are issued for the conduct of examinations, without passing which, under paragraph 3 of the above Notification, a probationer cannot be permanently appointed to the Staff Corps —

' Subject to such general directions as shall from time to time be given by the Government of India, the examinations will be conducted by a Committee acting under the orders of the Lieutenant-Governor, or Chief Commissioner, or Political Agent, or Resident, as the case may be "

This Department is concerned with two classes of such Probationers —

I —Those employed in the Civil Administration of the provinces noted on the margin

Punjab.
Oudh
Central Provinces
British Burmah
Hyderabad Assigned Districts.
Mysore.

1 —Those employed in the Political Department

1. The subjects and books for the examinations of the first of the above classes will, from the 1st of November next, be as follow —

Indian History—The last Edition of *Marshman's History*

Political Economy—*Fawcett's Manual*

Jurisprudence—Bentham's *Theory of Legislation* [Trubner, London, 1864]

2 Half-yearly examinations in the above subjects will, as laid down in paragraph 4 of Notification in Home Department No 3101, dated 5th October 1864, be held in April and October of each year

3 —The Head* of the Administration will, not less than a month in advance, fix the exact date on which, and the place where, the examinations will be held, will publish the same in the local Gazette, if there be one, and send notice to all Officers liable to examination

* Lieutenant-Governor, Chief Commissioner, Resident or Agent to the Governor General

4 Not less than a fortnight before the date fixed for examination the Head of the Administration will appoint a committee for the conduct of the examination, to consist of not less than two Officers

5 Such Committee will frame papers of questions [to be not less than 8 or more than 12] on each of the books above mentioned

6 The candidates will be allowed three hours to answer each set of questions

7 To each question a number of marks will be allotted, to amount to about 100 in the aggregate To pass the examination in each particular subject, it will be necessary that the candidate obtain 60 per cent of such aggregate maximum number of marks

8 When the examination is concluded, the Committee will submit to the Head of the Administration—

(1). The questions and answers

(2) A Schedule of the marks attained by each of the candidates in the following form —

Names of Candidate	Books									Remarks containing the Committee's opinion as to whether the candidate has or has not passed
	Marshman			Fawcett			Bentham			
	Question	Number of Marks Attainable	Number of Marks Obtained	Question	Number of Marks Attainable	Number of Marks Obtained	Question	Number of Marks Attainable	Number of Marks Obtained	
	I			I			I			
	II			II			II			
	III			III			III			
	IV			IV			IV			
	V			V			V			
	&c			&c			&c			
Total										

9 The Head of the Administration will consider the recommendation of the Committee, will decide whether the several candidates have or have not passed the required tests, and will report his decision to the Foreign Secretary within one month from date of examination If, in his opinion, any Officer has passed "with credit" or "with great credit," he will state this in the report

10 He will at the same time furnish a statement of all Officers liable to examination in the following form —

NAMES OF CANDIDATE.	Date of appointment as Probationer in Civil Department of Staff Corps.	Number of half-yearly examinations since appointment as Probationer	Remarks showing whether candidate has passed, and if not, whether, under Rule IV of Notification No 3101, dated 5th October 1864, he has any further period of grace

11 As prescribed in paragraph 7 of Notification No 301, dated 5th October 1864, in Home Department, "every Officer in civil employment will, in addition to the above examination, and notwithstanding his appointment to the Staff Corps, be required to undergo the local and departmental examinations prescribed for Covenanted Civil Servants in the province in which he is serving.

Paragraph 8, Notification in Home Department No 3101, dated 5th October 1864 and paragraph 4, Notification in Foreign Office No 1484, dated 5th December 1864.

12 For the second of two classes of Officers abovementioned, the tests are the same as above, and they are in addition required (under the Rules marginally noted) to pass an examination in—

(1). *Wheaton's International Law*

(2) *Aitchison's Treatise* more particularly those portions relating to the province in which the Officer is serving.

(3) The Persian language.

"Under paragraph 4 of the above Notification, the production of a certificate to show that the candidate has elsewhere passed an examination in Persian will exempt him from examination therein.

In British Burmah the test will be the higher standard in Burmese

13. For the examination in the first two of the above subjects, Rules 5, 6, and 7, above detailed, will apply

14. For the examination in the Persian language two papers will be set —

(1) A passage of Persian to be translated into English.

(2) A passage of English to be translated into Persian

The candidate will also be required to hold with moderate fluency a conversation in Persian with some proficience in that language to be appointed by the Committee He will also be required to read a Persian manuscript with a fair amount of facility

15 To each of the above four tests a maximum of 20 marks will be allotted, and the attainment of not less than 45 marks in the aggregate will entitle the candidate to pass

16. For the rest, Rules 1 to 4 and 8 to 10 above specified will, *mutatis mutandis*, apply to the examination of this class of Officers.

RULES FOR ADMISSION INTO THE STAFF CORPS.

G O No 531, *dated 25th June* 1864

THE Right Hon'ble the Governor General in Council is pleased to direct the publication, for general information, of the accompanying copy of a Despatch from the Right Hon'ble the Secretary of State for India laying down the rules under which Officers are to be admitted to the Staff Corps of the three Presidencies —

MILITARY
No. 4

INDIA OFFICE.
London, the 9th February 1864.

To His Excellency the Right Hon'ble the Governor Genl of India in Council

SIR,—Para 1 I have received and considered in Council the letters No 194A, dated the 26th September 1863, and No 353, dated the 8th December 1863, forwarding certain papers connected with the tests to which it is proposed that candidates for admission to the Staff Corps shall be subjected

2 The conclusion to which the late Governor General had arrived upon the subject, after a consideration of the opinions of His Excellency the Commander-in-Chief, of the Governments of Madras and Bombay, and of various Officers, who had experience of the various departments, are embodied in a Memorandum by Colonel Norman, which has been forwarded with the Governor General's Despatch

3 In considering this most important subject, it seems necessary, at the same time, to lay down more distinctly than has yet been done, the principle upon which appointments to the Staff Corps shall be regulated hereafter

4 The instructions contained in paragraph 20 of my Despatch of the 18th January 1861 were as follows —The selection of Officers for the Staff Corps will rest with the Governments in India No Officer, however, should be admitted on probation without the consent of the Commander-in-Chief, and without a certificate from the Commanding Officer of his Regiment that he has efficiently performed his regimental duty for the prescribed period I desire that, after communication with the Governments of Madras and Bombay, your Government will prepare a scheme of the tests and periods of probation suitable for the several departments of Military Civil Staff employments"

5 The principle was more fully expressed in your General Order of the 10th April 1861, in which it was stated—"They will not be permanently appointed to the Staff Corps, unless, after due probation, they shall pass the prescribed tests for the branch of the Indian Service for which they may be selected" And again (paragraph 81)—"A subsequent Notification will prescribe the period of probation, and the tests of qualification in the several departments"

6 It was clearly understood, therefore, that appointments should be made to the Staff Corps, as vacancies occurred in the several departments of the Staff, by the appointment of Officers to those vacancies, and in virtue of such employment to the Staff Corps and the intention is further expressed in the first paragraph of Colonel Norman's Memorandum, where, in the third condition of appointment, it is stated that "he must have passed certain tests, to be laid down, for the department of the service he is about to join"

7 The system of recruiting the Staff Corps by the appointment of Officers to vacancies in the Staff as they occur, is fully explained in the 29th Paragraph of the Memorandum, in which it is stated that, "as probationer, the doing-duty Officer, with Cavalry or Infantry, should be within the complement of six Officers allowed to the Corps," and again "in all other appointments the probationary Officer might likewise be included in the complement of the department, if necessary, a slight increase of the junior department being made for the purpose"

8 Upon further consideration of the subject, I am of opinion that the system, as originally proposed, requires modification

9 It appears to me absolutely necessary that the several Staff Corps should be complete in themselves, *i e*, that they should bear on their rolls, not only Officers enough to occupy all the situations and perform all the duties for which the Corps have been formed, with a margin for absentees, as already explained, but also a sufficient number in excess of these requirements to form a reserve to meet casualties by death or retirement This reserve may properly consist of a sufficient number of Officers to meet the average casualties of one year

10 It seems to be admitted that the one * year will be sufficient probation for admission to the Staff Corps, irrespective of the further period of probation which may be deemed necessary for special departments, and the number of probationers to be admitted each year should be sufficient to form a reserve calculated on the principle above stated

* An Officer of the Indian Army who has practially passed a year's probation by service in a Staff appointment may be admitted to the Staff Corps without further probation, provided he produces all the necessary certificates, but his admission will date for the G O. appointing him subject to Her Majesty's approval.—G. O. 741 of 1868

11 Any Officer under the rank of Field Officer is eligible to the Staff Corps, and there will be cases, probably, in which Officers of several years' standing may qualify themselves for Staff service in India, and may desire to enter the Staff Corps, but there can be little doubt that, as a general rule, most of the new appointments to the Staff Corps will be among young Officers, and the proper place for such, while on probation, will be Native Corps, in which they should be employed in excess of the regular establishment

12 It appears to me, therefore,—

1*st*—That the strength of the several Staff Corps should be such as to meet, not only the demands of the service in India for Officers required for Staff employment, due allowance being made for furlough and sick leave, as stated in my Despatch of the 3rd December 1861, but also to maintain a reserve equal to about 4 per cent on the above to meet casualties by death or retirement

2*nd*—That, as a general rule, the Staff Corps should be maintained at the above strength, by appointing a number of probationers to the Corps with a view to forming the reserve, the whole of whom, with the exception of those who may be posted at once to special departments, should be posted and paid as additional doing-duty Officers to Regiments of Cavalry and Infantry

3*rd*—That the test for appointment to the Staff Corps should be the same in degree, without reference to the situation or department in which an Officer's probation is to be passed

4*th*—That the further test and periods of probation for the different departments may, and must, vary according to the nature of the duties and the extent of the qualification required

13 Thus if, as I conceive would be commonly the case, an Officer, on being appointed on probation, is posted to a Native Regiment, one year's probation would be sufficient to determine both his eligibility for the Staff Corps and his fitness for employment in that department

14. In his subsequent employment in any other department of the Staff, not only should his peculiar qualification as probably fitting him for that special duty be considered, and reported upon before admitting him a probationer in such department, but a period of probation should be required before he is confirmed therein

15 On the other hand, if it is proposed to appoint an Officer to the Staff Corps on probation by giving him direct employment in a department, say, the Commissariat, one year's probation there should suffice to establish his eligibility for the Staff Corps, but, should further probation be considered necessary before his confirmation in that particular department, an Officer might still be appointed to the Staff Corps, provided he had made satisfactory progress towards qualifying for the departmental test *

16. I shall now proceed to consider the proposed tests

17 In the third and in the following paragraphs of Colonel Norman's Memorandum, the general qualification required for all candidates for the Staff Corps before being admitted on probation are considered

18. He must have been three years with a Regiment, of which two shall have been passed in India

9 He must produce a certificate from his Commanding Officer, showing that he had efficiently performed his regimental duty for the prescribed period, and that he had passed the prescribed examination in the Native languages A form of certificate is given in the Appendix to Colonel Norman's Memorandum

20 It is very properly proposed, also, that a medical certificate—form of which is given in the Appendix—should be required, showing that the candidate "is of good bodily health, and believed to be able to stand both out-door and in-door work in the climate of India"

21 I entirely concur in this view of the qualifications and certificates to be required of an Officer before he is appointed a probationer for the Staff Corps

* The period of probation might under special circumstances be extended for a period not exceeding a 2nd twelve months—G. O. No 1 0 of 1869

22 The different branches of the Military and Civil Army Staff for which different tests as proposed are as follow —

I. Appointments to Native Infantry

II Appointments to Native Cavalry

III Appointments in the Department of the Adjutant General, including Brigade Majors and Fort Adjutants

IV Appointments in the Quarter Master General's Department

V. Appointments in the Judge Advocate General's Department

VI Appointments in the Department of Military Finance

VII. Appointments in the Commissariat Department

VIII Appointments in the Stud Department

IX Appointments in the Survey Department

23 I do not consider it advisable that Officers should be admitted on probation for the Staff Corps to any of the departments of the general staff of the Army in which the appointments are tenable for five years only, and which are open to Officers of the line, as well as to those of the Staff Corps With this exception, I approve generally of the tests recommended for the several departments and of the general principles upon which you propose that Officers should be selected and appointed to them I request your attention, however, to the following observations —

24 In the 16th paragraph of the Memorandum, it is observed, with reference to some very judicious remarks by His Excellency the Commander-in-Chief —" It appears most inexpedient to require that the tests should necessitate the possession of knowledge not required to enable the duties of the department to be properly conducted Scholastic examinations come very much amiss to Officers who have left school for some years, and their adoption will certainly increase the difficulty of procuring candidates for the Staff Corps,—a difficulty which may very possibly arise"

25 In this opinion I entirely concur, and it is for that reason that I consider the test for admission to the Staff Corps should be generally distinct from that exacted for admission to a special department of the Staff

26 I observe that your President in Council has raised an objection to the following clause, relative to the proposed examination of an Officer who had completed his probation with a Native Regiment —

"1 Ability to converse freely with men of the Regiment, to be tested by the Officer speaking, in presence of the Committee, successively with four or five men taken from the ranks, and belonging to different races, or, if the corps is of one race from different parts of the country whence the men come," observing that this clause, "if too strictly interpreted," might "prove an unduly difficult test, if an Officer had to speak to Persians, Afreedies, Seikhs, and Goorkhas in their own language"

27 You purpose bearing in mind this objection, which is, I think, well founded, when final orders are issued on the subject

28 I consider that a qualification for Staff employment in the Hindoostanee should be sufficient as a language test for admission to the staff Corps

29 Other languages might be required by Departmental Regulations according to the locality and the nature of the duties to be performed

30 The examination proposed, after a year's probation with a Native Regiment, being sufficient to test an Officer's fitness for the Staff Corps, it is obvious, as I have before pointed out, that in the case of an Officer serving on probation with any other department, the examination for admission to the Staff Corps must be distinct from, and would usually be preliminary to, that required to test his fitness for that particular department

31 The next branch of the service to be considered is the Native Cavalry I cannot concur in the propriety of requiring that, before an Officer is appointed on probation to do duty with a Cavalry Regiment, he should be in possession of a certificate from the Commanding Officer of a Dragoon Regiment that he had successfully passed through a course

of equitation, as laid down for Cavalry Officers But it would be very proper to require young Officers, who may desire to pass the period of their probation for the Staff Corps with a Cavalry Regiment, to furnish satisfactory evidence of their aptitude for riding

Departments of the Adjutant General and Quarter Master General

32 Under the rule laid down above, paragraph 23, no Officer would be appointed to these as probationer for the Staff Corps

33 Considering also the nature of the duties, and the fact that the tenure of appointment in these departments is limited to five years it does not appear either necessary or desirable that there should be any period of probation in them An Officer, of whatever branch of the service, selected for appointment in either one or the other of these departments, might reasonably be expected to pass, before admission, the examination proposed in these papers

34 Subject to such modification as may be necessary in the application of the above principles, the tests and mode of appointment proposed for the remaining departments connected with the military branch of the administration have my approval

35 With respect to the Judge Advocate General's Department, it is observed, in Colonel Norman's Memorandum, paragraph 24 —

"For this department, the appointment of young Officers seems inappropriate, and, in practice, it will probably be found that a large majority of Officers who enter it will be taken from other departments, and will already belong to the Staff Corps"

"Some, however, may enter it direct from Regiments, and for those a test seems necessary, which would also be applied to Officers already in the Staff Corps, before permanent nomination to the department" It is added, that probably no Officer will be selected by the Commander-in-Chief for the department who has not, in some manner, shown an aptitude for the particular duties

36 I concur in these views, but I consider that they are equally applicable to the remaining departments, *viz*, the Department of Military Finance, the Commissariat Department, the Stud and the Survey Departments

37 They are in accordance, also, with the principle which has already been insisted upon, *viz*, that the test for admission to the Staff Corps should be distinct from those laid down for special departments of the Staff The tests for admission to the Political Department will be considered with reference to the late Governor-General's Despatch in that department, No 9, dated 28th August 1863 It is understood that the tests for admission to the Public Works Department have been already laid down in the Regulations of that branch of the public service

38. An Officer's own taste and wishes, when he is once appointed to the Staff Corps, will generally indicate the department for which he has most aptitude, and, at all events, his character and the nature of his qualifications will very soon become known to his superiors

39 With reference to the 30th paragraph of Colonel Norman's Memorandum, I have to observe that the date of an Officer's appointment to the Staff Corps should be that of his appointment on probation In the case of a Line Officer, the promotion in his Regiment consequent on his transfer should have effect from the date of his permanent appointment to the Staff Corps

40 I shall not object to granting to Officers now on Staff employ, who await the publication of the tests, the privilege proposed in paragraph 31, *viz*., that of dating their admission to the Staff Corps from the date on which they obtained permanent appointment to the Staff, subsequent to the 18th February 1861

41 The necessity of maintaining a reserve of Officers on the Staff Corps has been already pointed out, and I need scarcely remark that such reserve will be found in the Officers of the local service, so long as any of that service remain

42 There can be no objection, however, to admitting Officers of the local service as probationers for the Staff Corps under the above rule, to such an extent as shall not exceed the establishment proposed for the Staff Corps, including the estimated reserve

43 I learn from a recent Despatch from the Government of Bombay, that the number of Officers available for employment in that Presidency, whether of the local service or in the Staff Corps, is rapidly approaching the limit of their requirements As there is still some excess in the other two Presidencies, I shall not object to the appointment of Officers of the Bengal and Madras Armies to the Bombay Staff Corps, should your Government consider it advisable to permit of such an arrangement

44 In the meantime, it seems desirable to notify by General Order to the Officers of the Army at large, the qualifications which will be required for candidates for admission to the Staff Corps, and the form in which application for such admission should be prepared and submitted, and it should be distinctly understood that Officers of Line Regiments, within the prescribed limits as to rank, are eligible for appointment to the Staff Corps of either Presidency, without reference to the Presidency in which their Regiments may be serving.

45 From a Despatch received from the Government of Madras, No 164, dated 25th June 1863, I have reason to fear that there has been some ground for misunderstanding as to the class of Officers who were to be admitted to the Staff Corps provisionally, and subject to probation and examination

46 Your General Order, dated 10th April 1861, announced that the "Officers who may have held their appointment for less than one year will not be transferred permanently to the Staff Corps, unless they possess the requisite qualifications, to be hereafter laid down, and shall have completed the period of probation to be prescribed"

47 This condition was founded upon the 18th paragraph of my Despatch, dated 18th January 1861, which stated that Officers then holding Staff appointments, who had held them for short periods only, would not be transferred permanently to the Staff Corps, unless they should possess the requisite qualifications, and until they should have completed the period of probation that might be prescribed for the department in which they might be serving

48 By your General Order No 332, of the 10th April 1861, paragraph 73, you admitted to the Staff Corps all Officers who had been in permanent Staff employ during the three previous years

49 The production of the rule which was approved in my Despatch No 319, dated 10th August 1861, paragraph 32 obviously required a modification of that above quoted, which should have been so altered as to require that an Officer should have held a substantive appointment on the Staff for a certain period, *i e*, a year within the three years preceding the formation of the Staff Corps, failing which he was to pass certain tests before his appointment to the Staff Corps could be confirmed

50 For the reply given by your Government to Question 87, which was approved by me, it was stated that an Officer should have held, for not less than one year, the particular appointment which he held at the time of the formation of the Staff Corps That answer, the full effect of which was overlooked at the time that it received my approval, must not interfere with the revision of your proceedings on the principle now laid down Should any Officer have been erroneously denied permanent appointment to the Staff Corps, under this mistaken interpretation of the rule in question as now shown, his case must be reconsidered

G O No 531, *dated 27th June* 1864

With reference to the Despatch of the Secretary of State, published in the foregoing Order, the Right Hon'ble the Governor-General in Council is pleased to notify that for the present, and pending a further communication with Her Majesty's Government, no Officers will be admitted to the Staff Corps *on probation*, and admissions will solely be made consequent upon Officers having obtained appointments and given satisfactory proof of their fitness for the same, according to the rules hereinafter laid down

2 All Officers now in permanent Staff employment of a description that qualifies for the Staff Corps, will be admitted thereto from the date of their having obtained such permanent appointment subsequent to the 18th February 1861, provided they have passed, or do pass, within six months from this date, the tests hitherto in force, or that are now to be laid down In the case of such Officers as may be now in Europe, the period of six months will reckon from date of their return to India.

Under this rule, Officers appointed to Staff situations between the 19th February 1860 and the 18th February 1861 will be admitted to the Staff Corps from the 19th of the latter month; but Officers who having been one year in Staff employ on the 18th February 1861, and therefore eligible for appointment on the formation of the Corps, and who then did not apply for admission, can only enter from the date on which they may hereafter be appointed to the Corps

3. With reference to paragraphs 45 to 50 of the Despatch of the Secretary of State, it is announced that all Officers who held a permanent Staff appointment for one year, at any time between the 18th February 1858 and 18th February 1861, are eligible for admission to the Staff Corps from date of its formation, and this is not to be affected by the circumstance of an Officer having held two or more different appointments during such period

4 Application for admission to the Staff Corps of the respective Presidencies under the two foregoing paragraphs, are to be submitted to the Governments of India, of Madras, or of Bombay, through the channels laid down in paragraphs 7 and 8 of this order

5 In future no Officer will be nominated to any appointment qualifying for the Staff Corps who does not produce the certificates referred to in paragraphs 19 and 20 of Sir C Wood's despatch,* and where Officers obtain appointments under the Commander-in-Chief, these certificates are to be attached to the final application for admission to be submitted to Government after the prescribed period of probation The Governments in the Military Department will require to see these certificates prior to the appointment on probation by an Officer to any situation under Government that qualifies for the Staff Corps

* See Appendix A.

6 The tests and periods of probation necessary to qualify Officers for admission to the Staff Corps in consequence of their nomination to appointments other than those belonging to the Military Department, will be those already laid down, or that may, from time to time be fixed in the other departments of Government, but when new rules or changes in existing rules on the subject are made, they will always be re-published to the Army in the General Orders of the Military Department

7 When Officers employed in situations not under the Military Department, who have qualified in all respects, including retention of a probationary appointment for the prescribed period, desire to enter the Staff Corps, they will apply through their immediate superiors to the department of the Government under which they are employed, when the application, if approved, will be transferred to the Military Department, in view to the admission of the applicant being announced in General Orders

8 The tests for admission to the Staff Corps in appointments under the Military Department or Commander-in-Chief are laid down at the end of this order, and applications will be submitted through Commanding Officers or heads of departments to the Adjutant General in the first instance accompanied by the prescribed certificates, for eventual submission to Government

9. In all cases, whether of Civil or Military employ, a fixed period of probation will be laid down, at the termination of which, if an Officer cannot pass the tests, he must revert to regimental duty, unless under special circumstances, a short extension of the period of probation is allowed by the Government of the Presidency on the recommendation of the department concerned, or of His Excellency the Commander-in-Chief

It will be open to an Officer at any period of his probation to apply to be allowed to revert to regimental duty should he find the nature of the employment unsuited to him, or with the approval of the Commander-in-Chief or of Government, he may, during the same period, be remanded to regimental duty for manifest inaptitude

10 The circumstance of an Officer being in the Staff Corps will not exempt him from passing *departmental* tests, should he be transferred from one appointment or department to another

11 There are certain small departments or separate Officers under the Military Departments for which tests are not laid down It will rest with the Government of the Presidency in cases where Officers not belonging to the Staff Corps may be nominated to such appointments on probation, to decide in each case on the report of his immediate superior whether an Officer has established his fitness for the Staff

Corps, and to admit him thereto or to remand him to regimental duty, but in every case an Officer must have fulfilled all the general preliminary conditions required in candidates for the Staff Corps

12 It has been laid down that hereafter the date of transfer of an Officer to the Staff Corps will be that of his appointment on probation

13 Officers of Her Majesty's British Regiments are eligible for appointment to the Staff Corps of any Presidency, without reference to the Presidency in which their Regiments may be serving

TESTS FOR ADMISSION TO THE STAFF CORPS FROM MILITARY APPOINTMENTS

1 *Native Infantry*

I Knowledge of the Native Articles of War and the Military Regulations of the Presidency, particularly all such as affect the conduct of Native troops, their pay, pension, clothing, &c, which is to be tested by an examination of a somewhat searching character, consisting of not less than fifty questions and answers, all of which are to the recorded in the report of the examination

II Knowledge of the system pursued in the Native Infantry, and especially in the Regiment to which the Officer has been attached, as to the mode of investigating and dealing with offences, complaints, and petitions from the men The manner in which the registers for furlough and guard are kept The deductions usually made from the men's pay on account of half-mounting, or for other purposes, and the system of accounts followed in the Corps, together with an acquaintance with all forms in use

III Knowledge of every article of equipment used by the men of the Regiment, their usual or fixed cost, mode of carrying them, &c.

IV Ability to act as Adjutant on parade, to be tested on parade with a Battalion, with a knowledge of reconnoitering and outpost duty and ability to write a report of a "reconnoissance" This report must be written in a legible hand

V The probation will extend over one year, at the end of which period the Commanding Officer of the Regiment to which the candidate has been attached, will apply for a Committee of examination The

Committee will be assembled only at the Head-quarters of Divisions or Brigades, and will be presided over by the General Officer or Brigadier General Commanding, with two Commandants of Native Regiments, or one Commandant and one Second in Command as Members

VI The Committee will give their opinion in succession on all the points noticed above, and conclude by saying that they consider the Officer qualified (or not as the case may be) for permanent employment with Native troops They are to embody in the report a statement as to whether the candidate has had the opportunity afforded him of acting as Adjutant on parade, or has been detached under a senior officer on escort duty, and whether he has been in the habit of frequently attending orderly room with the Commanding Officer, and thereby obtained full insight into the system of the Regiment This report is to be sent through the Divisional General to the Adjutant General, who will transmit it, accompanied by the opinion of the Commander-in-Chief, to the Government of the Presidency, when, if approved, the Officer will be gazetted to the Staff Corps with effect from the date on which he commenced his period of probation.

VII It is to enable an Officer to show his aptitude for, and zeal in, the performance of his regimental duties, that the period of a year has been fixed for his probation

VIII During this time, in which the Officer should be employed as indicated above, including, if possible, detachment duty, his Commanding Officer should satisfy himself that his temper and general habits are such as to render him an efficient officer of Native troops At any time during the period of probation, it will be open to the commanding Officer to represent to the Commander-in-Chief that he does not think the probationer, either from temper or other cause, suited for employment with Native Troops, in which case it will be competent for the Commander-in-Chief, if satisfied with the reasons assigned, to direct the Officer to rejoin his Regiment, or, if in the local service, to duty elsewhere

IX As a rule an Officer, who fails at the expiration of one year's probation to pass a satisfactory examination, will revert to his proper Corps or to general duty, but under very special cases, an Officer so

failing may be allowed to continue with the regiment to which he is attached, and to undergo another and a final examination at the end of eighteen months

2 *Native Cavalry*

I An Officer, nominated to the Native Cavalry, will be required to pass the same tests and the same period of probation as laid down for Native Infantry He will, however, be required, before being attached to a Native Cavalry Regiment, to furnish satisfactory evidence of his aptitude for riding

II The examination and final appointment will be conducted as in the Infantry; but the Committee will have upon it two Cavalry Officers, of whom one at least should be Commandant of a Native Cavalry Regiment

II In addition to all the points laid down for the Infantry, the Committee will report on the Officer's qualifications, as respects a knowledge of Cavalry drill, and of the system peculiar to the Native Cavalry in regard to purchase of horses, &c He should also prove himself to be well acquainted with the system of stable management in the Corps, the district whence horses are usually obtained for it, their prevailing defects and good qualities, their usual price, &c He should also show himself possessed of some general knowledge of farriery, and of the diseases and injuries to which horses are liable, as well as their treatment

3 *Appointments in the Department of the Judge Advocate General*

I It is probable that a large majority of Officers who enter this department will be taken from other appointments, and will already belong to the Staff Corps

II Some, however, may enter it direct from Regiments, and these as well as Officers already on the Staff Corps, will have to pass a test examination before permanent appointment to the department

This will consist of—

1 A *viva voce* examination before a Committee as to their knowledge of Military Law

2 Replies in writing to a series of questions which will be propounded to them by the Judge Advocate General of the Army

III The Committee of examination will assemble at Divisional Head-quarters, and will be composed of the Deputy Judge Advocate General of the Division, and two selected Field Officers, whose report will be forwarded to the Judge Advocate General.

IV The examination must be conducted so as to show the candidate's amount of knowledge of the different Mutiny Acts and Articles of War, Her Majesty's and the Bengal Military Regulations, and the Indian Penal Code The candidate's capacity to review the proceedings of minor Courts Martial will be tested by questions put to him by the Committee, his fitness to conduct the proceedings of a General Court Martial being ascertained in the same manner, and by requiring him to frame a skeleton charge under any specified article, and to write out in their presence the proper form to be observed in recording the proceedings of such Court Martial, entering the punishment awardable on conviction of the charge indicated

V The series of questions referred to under No 2 (Paragraph II) will be prepared at Army Head-quarters under the orders of His Excellency the Commander-in-Chief, and sent to the Committee, in whose presence they must be replied to, and by whom they will be forwarded with their proceedings

VI This examination will precede the period of probation, the latter being terminable after one year's performance of duty, on a satisfactory report, as to the probationer's practical qualification, being made by the Commanding Officer of the Division to whose Staff he was attached, and by the Judge Advocate General

4 *Appointments in the Accounts Branch, Military Department*

I Under this heading are included all situations of whatever kind (save that of Regimental Pay-master) held in the departments connected with the pay accounts, or audit of accounts, of the Army, or of its establishments.

II For this branch of the Staff no appointment on probation will be made without proof that the candidate is a fair accountant.

III On an Officer being selected as a probationer, he will, in the first place, appear before the nearest Divisional Pay-master, who will examine him as to his general knowledge of accounts and book-keeping, and also question him as to the extent to which he has mastered the Pay Regulations of his Presidency

IV His certificate, in Form B, will be forwarded to Government, through the Controller of Military Accounts, and if it is found to be satisfactory, he will be appointed on probation

V This probation will extend over a year, and will be passed at the Presidency During this period he will be employed under the orders of the Controller of Military Accounts, and be attached in succession to the different branches of the Controller's Department

VI At the end of this time, on the Controller reporting that the candidate has been regular in attendance, and gives promise of being useful in the department, he will appear before a Committee composed of the Controller, the Military Accountant, and a Pay Examiner

VII The examination will embrace the practical branches of arithmetic and book-keeping, as well as questions involving a ready acquaintance with Pay and Audit Rules, and the general principles on which these Rules are based

VIII The examination will be conducted by means of a series of written questions, and by testing the ability of the candidate to check selected abstracts and bills

IX. If the report of the Committee be favourable, the candidate will be confirmed in the accounts branch, and attached to an Office at the Presidency, or to one of the large Divisional Pay Offices

5 *Appointments in the Commissariat Department*

I The period of probation in this department will be one year, but before a candidate can be appointed as a probationer, he must pass a preliminary examination, and before he can be permanently appointed to the department, he must pass a final examination on the expiry of the year of his probation

II The subjects of the preliminary examination will be—

I The rules of arithmetic, including vulgar and decimal fractions, involution and evolution, mensuration and the computation of areas and solid contents, and the system of book-keeping by single and double entry

2. He will also be required to read aloud correctly and with tolerable ease three Urdu or Hindustani papers These papers are to be taken from official records at random, and written (in the Persian character) by different persons in fairly legible running hands After having read them aloud, the candidate must explain their contents in English correctly

III He must translate, without assistance, from English into Urdu and Hindustani, an instruction to a subordinate Commissariat Officer, or other official paper to be furnished by the examining Committee The translation must be precise and correct in meaning, and perfectly intelligible to a Native, tolerably correct in grammar and spelling, and free from any very bad errors of idiom

IV He must dictate with some fluency the translation into Hindustani of an English letter, or other official paper, also to be furnished by the examining Committee, whereof the translation will be written down exactly as dictated The dictated paper must be intelligible and correct in meaning

V He must undergo a thorough and careful test in conversation with two or three Natives in such manner and to such extent as shall suffice completely to satisfy the Committee as to the degree of his power of understanding Natives of different classes, and of making himself understood by them both in common conversation and in the usual course of departmental business

VI The above lingual test will not be held to supersede the necessity of the candidates having passed the Hindustani or Staff examination, which is one of the essential conditions attached to admission in the Staff Corps.

VII The probationer will have to undergo his final examination at the expiry of his term of probation The heads of the examination will be—

1 His acquaintance with his responsibility and duties in the care and custody of the cattle and stores under the charge of a Commissariat Officer

2 His knowledge of the system of procuring supplies by departmental agency or contract, as circumstances may require, and the rules affecting the preparation of contract deeds and the liability of contractors

3 His acquaintance with the mode of rationing European troops, and the different articles comprising their rations

4 His acquaintance with the mode of rationing Native troops, and the circumstances under which rations are issued to them

5 His knowledge of departmental rules, and of the forms of Returns furnished periodically to the heads of his department

6 His ability to draw up with accuracy estimates and average statements of the cost of victualling troops and feeding cattle

7 His knowledge of the equipments of cattle and stores required for the Cavalry, Artillery, and Infantry, with reference to their numbers and the distance to be marched

8 His knowledge of the animals in use for food, as to their breeding and where the best are produced, where the best transport animals are found, and the weight they respectively carry

9 His facility in reading Gomashtahs' accounts as presented in Persian or Hindi, and in writing Perwannahs in the above languages.

10 His ability to prepare monthly disbursements from the checked accounts of Native agents, with an Account Current, and his knowledge of the vouchers required to support charges under the different heads of expenditure

11 His acquaintance with the general system of accounts in the Commissariat Department

VIII The preliminary examination will be held at Head-quarters of Divisions, and conducted by the senior Commissariat Officer and Executive Engineer or Officer acting as such The Committee will test the candidate's acquaintance with Arithmetic, by requiring him to show not only the answers to the arithmetical questions, but the details by which they are worked out He will prove his knowledge of the fundamental rules of Book-keeping, by furnishing written replies to a series of questions which will be given him by the Examiners

IX The examination in the Native languages will be conducted by the Government Board of Examiners or other qualified Committee

X The examination in the final test will be held at the Presidency, and will be conducted by a Committee composed of a selected Civil Officer, the Deputy Commissary General of the Circle, and the Examiner of the Commissariat Accounts A selected Field Officer of a British Regiment will be associated with the Committee in that part of their examination which relates to the rationing of British troops

XI On nomination to the department on probation an Officer will, under the orders of the Commissary General, proceed at the public expense to join one of the first-class executive charges for six months for the purpose of learning the executive duties of the department At the expiration of this time he will proceed to the Office of Examiner of Commissariat Accounts, and remain there three months to learn the system of audit For the remaining three months he will join the Presidency Officer, and will there appear before the Committee for his final examination, as set forth above

6 *Appointment in the Stud Department*

I The period of probation in this department will be one year. There will be no preliminary examination At the expiry of the term of probation, the probationer will be examined by a Committee who will forward their Report to the Government for approval

II The Committee will be composed of the Superintendent, or in his unavoidable absence a Deputy Superintendent as President, with the next senior available Stud Officer, and selected Field Officer or Captain, of Cavalry as Members A selected Veterinary Surgeon will be associated with the Committee during the examination of the candidates under heads 5, 6, and 7, as hereafter laid down

III An Officer selected on probation will join a Stud Depot, and the Deputy Superintendent of the Stud will be required to see that he is punctual in attendance during office hours; that he attends stables, regularly, that he accompanies the Depot Officer in his tours of inspection of the Stud stock of the breeding districts, and that he attends all purchases of the same by the Deputy Superintendent of the Stud

IV The Deputy Superintendent will furnish the Examination Committee with a certificate that the probationer has fullfilled the foregoing conditions He will also state whether, from his personal observation, he considers him likely to make a good Stud Officer The qualities to be considered in forming this estimate are, intelligence, industry, activity, health to enable him to bear considerable exposure, willingness to learn, a fondness for and knowledge of horses, and temper and disposition likely to render him popular with Natives

V The subjects of examination will be—

1 Arithmetic, including vulgar and decimal fractions, and the system of Book-keeping by single and double entry

2 His acquaintance with his responsibility and duties in the care of Stud cattle and stores under the charge of a Depot Officer

3. His knowledge of the system of procuring gram and fodder for the Stud cattle, both by contract and departmental agency

4 His knowledge of departmental rules, and of the form of returns furnished periodically to the heads of the department

5 His knowledge of the management of the feeding young cattle on admission into Stud stables.

6. His knowledge of what constitutes unsoundness in horses, his ability to age them from inspection of their teeth, and his ability readily to discover external injuries in any way received by Stud cattle, together with some general knowledge of the veterinary art and shoeing

7. His knowledge of the qualifications of horses, their power, shape action, &c, and for which branch of the mounted service they are best fitted.

8. His ability to make out estimates, and the average cost of the feed of cattle

9 His ability to prepare monthly disbursements from checked accounts of Native agents, with an Account Current, and his knowledge of the vouchers required to support charges under the different heads of expenditure

VI The knowledge required under the 6th and 7th heads of examination will be tested practically, the probationer being required to class a stable of colts to the different branches of the service, rejecting such as he thinks unfit, and making any remarks regarding any unsoundness or peculiarities in any animal The accuracy and judgment of this classification will be reported on by the Committee

VII The remaining subjects for examination will be tested by requiring written answers from the candidate to a paper of questions which the Committee will previously prepare

Rules for admission to the Staff Corps from the Survey Department, as modified by G O Nos 193 *and* 871 *of* 1869—(*Home Department No* 49, *dated 9th February* 1869)

1 The period of probation will be one year If in any case strong special reasons render an extension of this term expedient, application should be made through the Surveyor General, or the Head of the Department in which the probationer is serving, in full time to permit of orders being passed before the period of probation expires.

II Every candidate will be required to furnish the certificates of which forms are given below, signed by his Commanding Officer and the Surgeon of his Regiment or Corps respectively

III There will be distinct examinations, both preliminary and final, for the Topographical and Revenue Surveys (including the topographical branch of the Trigonometrical Survey), and for the Great Trigonometrical Survey

IV For the Topographical and Revenue Surveys, the preliminary examination will embrace the following subjects —

1 Arithmetic, including involution and evolution, arithmetical and geometrical progression, proportion or rule-of-three, vulgar and decimal fractions, logarithmic calculations, and mensuration of surfaces

2 Elementary geometry, first four books of Euclid

3 Algebra, as far as quadratic equations, inclusive

4 Elements of plane trigonometry

5 Topographical, mechanical, or civil drawing, to be executed in the presence of examiners

V Artillery Officers, and Officers holding certificates of qualification granted at the Institutions of Addiscombe and Woolwich or the Staff College, or Civil Engineering Colleges, or who may have passed an examination in surveying according to the army standard, will be exempted from undergoing any preliminary examination, and will, on being nominated, at once enter as probationers, and be attached to Survey Parties, to learn their practical duties in the field and during the recess.

VI The final examination for the Topographical and Revenue Surveys, to be held at the close of the period of probation, will comprise—

1 The satisfactory execution, unassisted, of a small area of country including the computation and entire mapping involved in the same

2 —Perfect use and knowledge of all the instruments employed in the Department and adjustment of the same

3 The elements of natural astronomy, sufficient for ascertaining time, azimuth, and latitude.

4 A fair knowledge of all rules in force, for the general conduct of the Survey Establishments, in the Department to which the probationer is attached

Each candidate will also be required to produce a certificate of having passed an examination by the higher standard in any vernacular languages prescribed by the Government under which the probationer is employed

VII The examinations for the Topographical and Revenue Surveys will be conducted by the head of the department in which the probationer is serving, aided by such professional Officers, to the number of

two, as may be available Whenever desirable, sealed examination questions may be transmitted, in view to their being answered by the probationer in the presence of the Officer in charge of the Survey Party to which he is attached, in lieu of obliging him to appear at departmental Head-quarters for the purpose of examination.

VIII For the geodesical branch of the Trigonometrical Survey, the preliminary examination will be theoretical only, comprising mathematics up to conic sections, and the principles of construction of instruments in common use The final examination will be theoretical and practical, embracing analytical geometry of the dimensions, statics, dynamics, astronomy, the construction of the instruments of the Great Trigonometrical Survey, and a practical familiarity with their management. Candidates for the Staff Corps will also be required to produce a certificate of having passed an examination by the higher standard in any vernacular language prescribed by the Government under which the probationer is employed

IX The examiners will be the Superintendent of the Great Trigonometrical Survey, with any two available Officers of the Department at his Head-quarters,

X The degree of proficiency attained by candidates will be ascertained in both branches of the Survey Department by written questions, the examination papers being framed at departmental Head-quarters

FORM OF CERTIFICATE REFERRED TO IN RULE II

Certificate of Commanding Officer.

Certified that Lieutenant of the Regiment , a candidate for the Staff Corps, completed two years' duty with a Regiment on the , one year of which (or the whole period of which, as the case may be) were spent in India.

Lieutenant has passed the examination in the Native languages by the Higher (or the Lower as the case may be) standard, and has attained such a knowledge of his drill and duty, as an Officer of Infantry (or Cavalry), in all its branches, as to qualify him for the command of a Company (or Troop) in all situations. He also

possesses a fair knowledge of the Articles of War and of the Queen's Regulations, as well as of the Military Regulations of the (Bengal, Madras, or Bombay) Presidency, besides having gained some general acquaintance with the organization and nature of the duties of all branches of the Army serving in (Bengal, Madras, or Bombay).

I further certify that during the period Lieutenant has served with this Regiment, he has been attentive to his duty, and that his conduct has been in all respects unexceptionable.

Station and date *Commanding* *Regiment*

Surgeon's Certificate

I certify that, to the best of my belief, Lieutenant is in good bodily health, and apparently well capable of undergoing the vicissitudes of service in India

Station and date *Surgeon* *Regiment*

Certificate of Divisional Pay-master

Certified that Lieutenant , a candidate for employment in the Department of Military Finance, appears to me to have a good general knowledge of Accounts and Book-keeping, and that on a *viva voce* examination, his answers to a series of questions put shewed that he possessed a fair acquaintance with the Pay Regulations of the Presidency

Divisional Pay-master

Station and date

Military Department Circular No 559, dated the 15th February 1870

Notwithstanding the rules laid down in Government General Order No. 531, of 25th June 1864, and the repeated explanations which have been afforded on the subject by the Military Department, it is desirable to prevent mis-apprehension which still appears to exist in some departments, again briefly to record the terms under which alone Officers of the British service, *i. e.*, of the Royal Artillery and Royal Engineers

or old or new line regiments of Cavalry and Infantry, are eligible to hold staff or civil employments in India

Divisional and Brigade Commands
Adjutant General's Department
Quartermaster-General's Department.
Brigade Majors
Inspectors of Musketry
Director of Gymnastics
Fort Adjutants.
Personal Staff
Station Staff
Staff of Convalescent and other depôts
Adjutants of Volunteer Corps.

I No Officer of the British service is eligible for appointment to any situation, with the exception of those marginally noted, unless *as a probationer for the Staff Corps*

II. No Officer can be appointed to any as a probationer for the Staff Corps unless he can produce certificates from his Commanding Officer.

G. G O No 531, dated 25th June 1864

1. That he has served two years with a regiment, of which at least one must have been spent in India

2 That he has, *with one exception to be noted hereafter*, passed the examination in the Native languages by the higher standard, possesses a fair knowledge of the Articles of War and of the Queen's Regulations, as well as of the Military Regulations, and of the organization and nature of the duties of all branches of the Army of the Presidency in which he may be serving and that his character and conduct are unexceptionable, and,

3. That he is in good bodily health, and apparently well capable of undergoing the vicissitudes of service in India

III The special exception alluded to in Clause II of paragraph 2, is that of the appointment of Squadron or Wing Subaltern in Regiments of Cavalry or Infantry, which may be held for one year on probation, without staff pay, by Officers who have passed by the lower standard only, provided that there are not sufficient Officers available who have passed by the higher standard examination

IV *Officers of the Royal Engineers* are not required to become probationers for the Staff Corps for employment in appointments which specially appertain to a scientific corps, such as the *Mint, or the Survey, Telegraph, and Public Works Departments*

V An Officer seeking admission to the *Civil* and *Political* Departments must, save in every special cases in which the rule may be relaxed for the benefit of the public service, have been previously attached, *for a period of not less than one year*, to a Native Regiment, and will be required, in addition to the certificates mentioned under Paragraph 2 of this Memorandum, to produce one from the Commanding Officer of such Regiment, testifying to his conciliatory demeanor towards the Native soldiery, and other people of the country with whom he has been brought in contact A year's service in any of the departments marginally named, will be accepted as an equivalent for the year's service with a Native Regiment, provided the candidate shall produce from the Officer, under whom he may have served in any such department, a certificate (to be countersigned by the head of the department) to the same effect as that required from the Commanding Officer in case of service with a Native Regiment.

G G O No 815, dated 1st November 1864

Survey
Public Works
Commissariat
Stud
Police

VI It is very desirable that departments requiring Officers for employment should, if possible, ascertain that the Officers required are in every respect qualified, and are candidates for the Staff Corps, before making application to the Military Department for their services

If the candidate for admission into the Staff Corps fulfils his year of probation with a Native Regiment or in an equivalent department, he will, under the existing rules, have to undergo the prescribed examination at the expiration of that year

If however the Government in the Civil or Political Department take a candidate direct for a British Regiment, or before he has completed his year's probation with a Regiment or in an equivalent department, he will not have to pass the prescribed examination, as such examination are not required, save at the end of the year's probation, but will be required to pass such tests as may be laid for admission to the Staff Corps, under the New Civil or Political Appointment to which he may be transferred.

Military Department No 475, *dated* 23*rd June* 1870
Military Department No 257, *dated* 15*th May* 1870

APPENDIX B.

Rules regulating Advances for Building purposes to officers in certain localities.

FINANCIAL DEPARTMENT

NOTIFICATION

No 1680

Simla, the 30th June 1870.

By a General Order in the Military Department, No 985, dated 14th October 1867, it was ruled that on the formation of new Cantonment, or where suitable accommodation is not obtainable in existing Military Stations at reasonable rents, advances would be made by Government, within limits and on conditions specified in the order, to enable Officers to erect or purchase houses for their own accommodation.

The indulgence authorized in the order was extended by Financial Notification No. 3115 of 20th December 1867, to Officers in the Civil administration of the Hyderabad Assigned Districts, and afterwards by various orders to Officers in the Civil Department generally.

And it was extended further to Ministerial Officers, whenever the Head of a Department, after having satisfied himself of the reality of the need, might recommend the advance as an absolute necessity in places where the building of a house must be resorted to from no house being available.

The original order of 14th October 1867, thus extended to the Civil Department, had authorized conditional advances for the purchase as well as for the building of houses A subsequent order, however, in the Military Department, No. 21, dated 6th January 1869, limited the issue of advances

thenceforth to those cases in which on the formation of new Cantonments, or where suitable accommodation is not obtainable in existing Military Stations at reasonable rents, Officers desire to erect houses for their accommodation.

The indulgence to Officers in the Civil Department must be similarly limited to those who desire to build houses at places where none are available, or where house-rent is dear

The advances will be subject to the following conditions —

I —All such advances must be *bonâ fide* required for the purpose of building suitable houses for the personal residence of the Officers concerned, and if more is advanced than shall be actually expended for the purpose, the surplus shall be refunded to Government.

II — Such advances shall not in the aggregate exceed six months' salary, and the whole advance must be re-paid in two years

III —Recovery will be made by the Treasury Officer or other disbursing Officer, deducting monthly instalments equal to one-twenty fourth part of the advance from the salary bills of the Officer concerned

IV —In order to secure Government from loss consequent on an Officer dying or quitting the service prior to complete re-payment of the advance, the house so built must be mortgaged to Government, by whom the mortgage will be released on the full amount of the advance being liquidated

V.—An Officer quitting or removed from the Station where he has built a house, before the whole amount of the advance has been liquidated, will continue liable to the deduction of his monthly instalment until the advance has been

re-paid, but with the special sanction of the Local Government he may be allowed to dispose of the house, provided he is thereby enabled to clear off at once the whole amount due, or to transfer it to any Officer of his own or higher rank, the future deductions being made from the salary of such Officer.

VI.—An Officer will not, under any circumstances, be allowed a second advance whilst any amount remains due on a previous one

VII.—Applications for advances must be made through the applicant's departmental superior, who will record his opinion as to the necessity for the assistance solicited The applicant must certify that the sum is to be expended in building only, and pledge himself that, should there be any surplus funds after the house is completed, they will be at once refunded to Government

VIII.—The last pay certificate granted to Officers under advances must specify the original amount of such advance, the amount repaid, and the balance remaining due

A form of Mortgage Bond* will be issued to Officers who may wish to avail themselves of the advance.

R B CHAPMAN,
Offg. Secy to the Govt of India

Form of Mortgage Bond.

This INDENTURE *made the day of one thousand eight hundred and seventy between A B. of a Civil Officer of of the one part and the Secretary of State for India in Council of the other part* WITNESSETH *that*

under the provisions of the Notification of the Governor General in Council dated the thirtieth day of June one thousand eight hundred and seventy, Number 1680 *and in consideration of the sum of Rupees paid to the said A B by the said Secretary of State in Council (the receipt whereof the said A B doth hereby acknowledge) for the purpose of enabling the said A B to defray the expenses of building a suitable house for his own residence in he the said A B doth hereby for himself his heirs executors and administrators covenant with the said Secretary of State in Council and his successors that he the said A B his heirs executors or administrators will pay unto the said Secretary of State his successors or assigns the said sum of Rupees on the day of* AND THIS INDENTURE ALSO WITNESSETH *that for the consideration aforesaid he the said A B doth hereby convey unto the said Secretary of State his successors and assigns all that dwelling house lately erected† and built by him the said A B in being on a parcel of land containing more or less and bounded on the north by on the south by on the east by and on the west by together with all the out-offices stables cook-rooms and out-buildings of all kinds lately erected‡ or built by the said A B and used or intended to be used with the said dwelling house and all the rights easements and appurtenances to the same or any of them belonging* TO HOLD *the said premises* UNTO *the said Secretary of State his successors and assigns absolutely as their own property* PROVIDED ALWAYS *that if and as soon as the said sum of Rupees shall have been repaid by the deduction of monthly instalments of the salary of the said A B as in the said Notification mentioned or by any other means whatsoever then the said Secretary of State his successors and assigns will at any time thereafter upon the request and at the cost of the said A B his executors administrators and assigns re-convey*

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* Two years from the date of the loan

† When the house has not yet been erected, or is in course of being built, for "lately erected," say "hereafter to be erected" or "now being erected," as the case may be

‡ Where the offices, &c., have not yet been erected, or are in course of being built, for "lately erected," say "hereafter to be erected," or "now being erected," as the case may be.

the said premises unto the said A B his executors administrators and assigns or as he or they shall direct AND IT IS HEREBY DECLARED *that if the said A. B. shall die or quit the service before the said sum of Rupees shall have been fully paid off then and in either of such cases it shall be lawful of the said Secretary of State his successors or assigns to sell the said premises or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby* AND TO DO *and execute all such acts and assurances for effectuating any such sale as the said Secretary of State his successors or assigns shall think fit* AND IT IS HEREBY DECLARED *that the receipt of the said Secretary of State his successors or assigns for the purchase-money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom* AND IT IS HEREBY DECLARED *that the said Secretary of State his successors and assigns shall hold the moneys to arise from any sale in pursuance of the aforesaid power* UPON TRUST *in the first place thereout to pay all the expenses incurred on such sale and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus (if any) to the said A B his executors administrators or assigns* AND IT IS HEREBY DECLARED *that the said Notification shall be deemed and taken to be part of these presents* IN WITNESS WHEREOF *the said A B and C D by order of the Governor General of India in Council [or of the Governor of in Council or of the Lieutenant-Governor of or of the Chief Commissioner of] (on behalf of the said Secretary of State in Council) have hereunto set their hands and seals the day and year first above written*

APPENDIX C.

List of Classified Civil Medical Stations

INDIA

RESIDENCY SURGEONCIES

1st Class Stations	2nd Class Stations	Stations in which Regimental Surgeon as held Civil charge
Bushire Indore Rajpootana	Bhurtpore Hydrabad Jeypore Mewar (Joudpore) Marwar Nepal	Gwalior Bhoopal—(Sehore) Bhopawar (Sirdarpore) Nowgong Deolie

APPENDIX C — (*Continued*)

Classification of Civil Medical Stations and Jails

BENGAL

Classification of Civil Medical Stations				Classification of Jails			
1st Class Stations under charge of Covenanted Civil Surgeons	2nd Class Stations under charge of Covenanted Civil Surgeons	Stations in which Regimental Surgeons are to hold Civil charge	Stations where the Civil Surgeon is ordinarily an Uncovenanted or Subordinate Medical Officer	Jails 1st class	Jails 2nd Class	Jails 3rd Class	Jails 4th Class
Berhampore Burdwan Cuttack Dacca Patna Twenty four Pergunnahs	Arrah Backergunge Bhaugulpore Cachar Chittagong Chumparun Darjeeling Debrooghur Dinagepore Gowhatty Gya Hazareebaugh Hooghly Howrah Jessore Midnapore Monghyr Mymensing Nuddea Ranchee Rajshahye Rungpore Sarun Shillong	Dinapore	Balasore Bancoorah Beerbhoom Bograh Furreedpore Gowalparah Maldah Manbhoom Mynagoree Noakhally Nowgong Pooree Pubna Sarnoogoodting Seebsagur Sonthal Pergha Singbhoom Tezpore *Sub Divisional Stations mostly held by Sub-Assi Surgeons* Burasat Cutwah	Backergunge Hooghly Jessore Midnapore Mymensing Purneah Shahabad	Bancoorah Bhaugulpore Burdwan Chittagong Cuttack Dinagepore Furreedpore Gya Monghyr Nuddea Rungpore Rajshahye Sarun Tipperah Tirhoot	Balasore Beerbhoom Bograh Cachar Chumparun Darrung Gowalparah Kamroop Lohardagga Manbhoom Noakhally Pubna Singbhoom	Darjeeling Debrooghur Deoghur Howrah Nowgong Pooree

	Sylhet Tipperah Tirhoot		Kooshtea Palamow Rajmehal Raneegunje Satkhera Serampore Serajgunge Shergotty				

PUNJAUB

Amballa Amritsar Delhi Lahore Mooltan	Dhurmsala* Gujerat* Gurdaspore and Dalhousie Hissar Jhung Jullundar Karnaul Ludianah Murree* Peshawar Rawulpindee Shahpore Simla*	Abbottabad Attock Bunnoo Dera Ghazi Khan Dera Ismael Khan Ferozepore Kohat Kussowlie Mardan Rajanpore Sealkote	Gujeranwalla Gurgaon Hoshiarpore Jhelum Medhiipore Montgomery Mozufferghur Rhotuk Sirsa	Mooltan Peshawar Rawu pindee Umballa Umritsar	Guzranwalla Jhelum Jhun Jullendar Montgomery	Delhi Gujrat Hissar Loodianah Rhotuk Shahpore Sirsa	Dhurmsa a

OUDH

Lucknow	Fyzabad Roy Bareilly Seetapore		Baraitch Durriabad Gondah Hurdui Mohumdee Onnao Perrabghur Sultanpore	Gondah Fyzabad Lucknow Seetapore Sultanpore	Baraitch Roy Bareilly	Hurdui Pertabzurh Kheree Onnao	Barabankee

* Tenable for two years only

APPENDIX C—(*Continued*)

Classification of Civil Medical Stations and Jails.

NORTH-WESTERN PROVINCES.

Classification of Civil Medical Stations				Classification of Jails			
1st Class Stations under charge of Covenanted Civil Surgeons	2nd Class Stations under charge of Covenanted Civil Surgeons	Stations in which Regimental Surgeons are to hold Civil charge	Stations where the Civil Surgeon is ordinarily an Uncovenanted or Subordinate Medical Officer	Jails 1st Class	Jails 2nd Class	Jails 3rd Class	Jails 4th class.
Agra Allahabad Benares	Allyguth Azumgurh Banda Bareily Bijnour Boolundshuhur Budaon Cawnpore Etawah Futtehgurh Futtehpore Ghazeepore Goruckpore Hameerpore Jhansie Jounpore Meerut Mirzapore Moradabad Mozufferugger Mussoorie Nynee Tal Seharunpore Shajehanpore	Almorah Debra Doon Muttra Roorkee	Ajmere Bustee Etah Lullutpore Mynpoory Orai	Allahabad Benares Ghazeepore Goruckpore	Agra Ally gurh Ajmere Azumgurh Budaon Banda Cawnpore Etawah Futtehgurh Mynpoory Meerut	Boolundshuhur Etah Hameerpore Jounpore Jhansie Lullutpore Muttra Moradabad Mirzapore Seharunpore Shahjehanpore	Almorah Bijnour Dehra Jaloun Mozufferpore

Classification of Civil Medical Stations.

BRITISH BURMAH

1st Class Stations	2nd Class Stations	As in 3rd Class.	As in 4th Class
Rangoon	Akyab Moulmein and any other Station if held by a Covenanted Medical Officer		Except the 3 mentioned in first two Columns all Stations should be held by Uncovenanted Medical Officers, provided however that when a Regimental Surgeon is available in a station he should be employed in Civil Medical charge of that station
Classification not yet made	**CENTRAL PROVINCES**		Baitool Balaghat Dummoh Mundla Warda
	Bhundwarrah Chandah Chindwarrah Hooshungabad Nimar, Nursingpore Seonee Seronapah Sumbulpore	1 Saugor	

HYDRABAD.

In the Hydrabad Assigned Territories, Uncovenanted Medical Officers are to hold medical charge of all stations except Pitichpore, which is a Military station, and is to be held by the Regimental Surgeon there The stations of Akola and Oomrawuttee are ranked as 2nd class stations, and are now held dby Covenanted Officers

INDEX.

(The Numerals indicated are Paragraphs of the Hand Book)

ABSENCE WITHOUT LEAVE — *Paragraph.*

(See respective Service heads)

ACCOUNT DEPARTMENT

Officers of the—Salaries of 680
Appointments to the 6th class how made ... 681
Rules for departmental examination... 682 to 688
Travelling allowance of, .. 714 to 716

ACTING ALLOWANCE CODE

Definitions and Explanations

Definition of Local Government ... 217
—— of appointments in the same class or grade .. *ib*
—— of "Absentee" ... *ib*
—— of "Pay of an officer with a substantive appointment" 218
—— without a substantive appointment *ib*
—— of pay of an appointment ... ... *ib*
—— of salary .. .. . *ib*
—— of progressive pay ... ... *ib.*
—— of Consolidated pay .. . ... *ib*
—— of Staff salary . *ib*

General Rules

Maximum salary of an officiating officer ... 219
Minimum salary of ditto *ib*
If an absentee draws no pay of his appointment another officer may be appointed thereto on full pay 220

Covenanted Civil Service

Acting with a substantive appointment an officer draws 1/5th of the pay of the appointment .. 221
Acting allowances not to fall short of 2/3rds of the difference between the pay of substantive and officiating appointments, nor to be less than Rs 200 *ib*
Acting without a substantive appointment an officer draws 50 per cent of the pay of the appointment .. 222

Military officers in Civil employ not in the P W., Survey, Telegraph or Forest Department

Acting in an appointment on consolidated salary without holding any substantive appointment .. 224

ACTING ALLOWANCE CODE —(*Continued.*) *Paragraph*

Acting in an appointment and holding a substantive appointment 225
Acting in staff appointments ... *ib*
Acting in Medical appointments 227

Public Works Department.

An officer of a class divided into grades cannot officiate in a higher grade . . . 228
Officiating in a higher class, rate of acting allowance . 229
If holding no substantive appointment, an officer draws half of the pay of the appointment . *ib*
A subordinate officiating as an Executive Engineer draws Rs 100 per month .. 230
—— Officiating as an Assistant draws 50 per month *ib*
An Accountant officiating as Controller or Deputy Controller draws Rs 100 . ... *ib*

Survey Department

Officiating in the next higher grade . . 231
Officiating in a grade higher than the next higher grade . 232
Officiating without holding a substantive appointment 233

Other Officers not Covenanted, Civil, or Military Officers, &c

Officiating with a substantive appointment in an appointment which is open to a Covenanted Civil or Military officer 235
Officiating without a substantive appointment 236
Local Government may authorize higher rate of Acting allowance in appointments the pay of which is less than Rs 200 . 237
Acting allowance in appointments the pay of which is less than Rs 100 238

Plural Appointments

Allowance for holding, or acting in, two or more appointments 239
Not applicable to cases where two or more appointments are ordinarily held by one individual in the same office or Establishment .. 240
Acting allowance not ordinarily allowed for conducting the current duties of an office .. 241
Rate of acting allowance for conducting the current duties of a Judicial officer or a Gazetted officer in the Police Department ... *ib*
An officer of the Engineer Establishment, P W Department, performing the current duties of a higher officer . ... . *ib*

Appointments on Progressive Pay

Rule for finding the pay of an office for the purpose of regulating an officer's salary on *first* appointment ... 242

ACTING ALLOWANCE CODE —(*Continued*) *Paragraph*
Rule for finding the pay of an office for the purpose of regulating an officer's salary after first appointment 243
If officiating in an appointment acting allowance should be calculated on the mean pay . 244
By excluding a previous appointment any subsequent one may be reckoned as the first appointment 245
Time spent on leave with allowances counts towards periodical increments of pay 247
Time spent under suspension how treated . 248

Exceptional cases

Acting allowance of an officiating Member of Council 249
—— Chief Justices and Puisne Judges... ... 250
—— Law Officers 251
Minimum salaries of officers acting as Accountants General and Deputy Accountants General 252
Of Uncovenanted Medical officers in Medical charge of a station . . . *ib*
Of Supernumerary Deputy Collector in Sindh *ib*
Of Extra Assistant Commissioners .. . *ib*
Of Assistant Superintendents of Police . *ib*
Allowance of Clergyman performing the duties of a Chaplain .. 253
Of a Sub-Assistant Surgeon in Civil Medical charge of a Station ... .. *ib*
Of a Subordinate Medical officer in charge of a 1st or 2nd class Station ... . *ib*

ADVANCES —
Of pay to join appointments on return from leave how authorized .. . 91
To Junior Civil Servants to join first appointments 89
Mode of recovery of— .. 90
To Military officers proceeding on furlough 435
For building purposes See Appendix C

ANNUITIES—
Of Covenanted Civil Servants . 185 to 190

APHOTHECARIES.
(*See Medical Officers*)

APPLICATIONS
For leave of Covenanted Servants . 215 & 216
Of Military Officers .. 402
Of Chaplains .. 666
Of Uncovenanted Officers .. 804
For pensions and gratuities of Uncovenanted Officers . 873 to 978

ARCHDEACON
Salary of the— 602
Visitation allowances of the— .. 630

ARREARS OF — *Paragraph.*

Pension undrawn for six months how treated ... 892
Undrawn for two years lapse to the State ... 893

ASSISTANT COMMISSIONERS

Salaries of— 309
Travelling allowances of— .. .. 335 to 341

BISHOP of CALCUTTA.

Salary of— 584
Passage Money 586
Visitation allowance 587
Furlough 590
Pension ... ... 593 & 594

OF BOMBAY AND MADRAS

Salary of— 585
Passage Money 586
Visitation allowance 588
Furlough 591
Pension .. . 596
Acting allowance, if officiating for the Bishop of Calcutta 592

CANTONMENT MAGISTRATES

Salaries of— 289
Of Morar and Mhow 290
Of Gwalior—Travelling allowance of— 342

CERTIFICATES

Last pay—Rules of (*See Civil Leave Code, Chapter* XI)

CHAPLAINS

(*See Ecclesiastical Officers*)

CIVIL LEAVE CODE .. ... . 191 to 276

CIVIL SERVANTS

(*See Covenanted Civil Servants*)

COLLECTORS OF CUSTOMS (*See Customs Officers*)

COMMISSIONERS

Travelling allowances of— ... . . 145 to 148

COMPTROLLER GENERAL OF ACCOUNTS

Authorized to issue orders for the payment of pay in advance to officers on returning from leave .. 91

CONSERVATORS OF FORESTS

(*See Forest Officers*)

COVENANTED CIVIL SERVANTS.

Salaries, &c

Rank and Classification of— .. . 81 to 83
Salary of, on first appointment 84
Salary of, on passing the Lower and Higher Standard Examinations 87

COVENANTED CIVIL SERVANTS — *(Continued)*	Paragraph
Salaries —(Continued)	
Subsistence allowance of—	85
Compensation allowance on abolition of office	88
Allowed to draw advances of pay for joining first appointments .	89
When resorting to the Insolvent Court how treated	92
Maximum salary of— ..	95
Limitation of Service .. .	97
When resigning the service, are required to produce "No demand Certificates"	99
Service Funds—Contributions of— .	101 & 102
Rewards for passing in the Oriental languages	103 to 114
Acting Allowance (*See Acting Allowance Code*)	
Travelling Allowance	
Not allowed, for joining first appointment	115
Allowed, on transfer from one appointment to another, but not on substantive promotion ..	116
Allowed, on transfer to another appointment on reduced pay as a punitive measure ..	118
Not allowed, on return from leave .	119
Not allowed, when proceeding to pass examination for Honors in languages, exception to the rule	123
Allowed, for passing departmental examinations, but not for more than three occasions for each standard	125
Rate of—when proceeding on duty by sea ...	126
Number of servants allowed when proceeding by sea	127
Allowance in case of change of appointment whilst absent on leave how determined .. .	120
Not allowed, for proceeding to a Hill station where an officer's services are not required ..	122
Allowed, if *en route* to join an appointment leave be taken without joining station . ..	121
Actual passage money allowed when proceeding on duty by river steamers . ..	130
Not allowed, to officers employed in the interior of their districts, if their salaries exceed Rs 23,000 a year ...	131
Allowed actual expenses when summoned to give evidence in criminal cases .	143
Rates of—when employed on settlement duty ...	132
„ for Members of the Board of Revenue	144
„ Commissioners	145 to 148
„ Financial Commissioner Punjab .	149
„ Judicial Commissioners . .	150 & 151
„ District and Sessions Judges .	152 to 155
„ Additional Judges	157
„ Secretaries . .	158 to 164
„ Political Officers ..	168 to 175
„ Registration Officers .	176 to 180
„ Cotton Commissioners ...	181 & 182
„ Opium Agents ...	182

COVENANTED CIVIL SERVANTS.—(*Continued*) *Paragraph*

Travelling Allowance.—(Continued)

Rates of—Officers and Establishments proceeding with the Governor-General to Simla ... 184

Leave of Absence

Furlough

Amount of Furlough admissible 195
Terms on which Furlough is earned and admitted 196 to 199
Allowances on Furlough .. . 200

Special Leave

Conditions of leave . . . 202
Allowances 204

Subsidiary Leave

Conditions of leave ... 205 & 206
Allowances 207

Privilege Leave

Conditions of leave ... . 208 to 210
Allowances ... 211
Examination Leave—(*See Civil Leave Code, Chapter* VII, *page* 76)
Joining Time—(*See Civil Leave Code, Chapter* VIII)
Payment of leave allowance . 213
Absence in excess of leave 214
Applications for leave how to be submitted .. 215 & 216

Pension

Annuities after 25 years' service and 21 years active service 188
—— on production of a Medical Certificate 189
Gratuity .. .. *ib*
Payment of annuities . 189*a* to 190
Service and active service defined 194*a*
Contributions to the Pension Fund—

CUSTOMS OFFICERS —

(*See Uncovenanted Officers*)

DEPUTY MAGISTRATES & DEPUTY COLLECTORS—

(*See Uncovenanted Officers*)

DEPUTY COMMISSIONERS—
Salaries of— .. 309
Travelling allowance of— ... 327 to 334

DEPUTY INSPECTOR GENERAL OF POLICE—

(*See Police Officers*)

DIRECTOR GENERAL OF TELEGRAPHS—

(*See Military Officers.*)

DIRECTORS OF PUBLIC INSTRUCTION —
(*See Uncovenanted Officers*)

DISTANCES — *Paragraph*

Fraction of a mile in the calculation of travelling charges to the thrown out 141

DISTRICT AND SESSIONS JUDGES—

(*See Covenanted Civil Servants*)

DOMESTIC CHAPLAIN TO THE BISHOP—

(*See Ecclesiastical Officers*)

ECCLESIASTICAL OFFICERS—

Bishop of Calcutta—(*See Bishop*)
" Madras and Bombay—(*See Bishop*)
Chaplains—Salaries, &c
—— Episcopalian ... 598 & 599
—— Presbyterian .. .. .. 607 to 609
Acting allowance while officiating as Archdeacon ... 603
Salary of the Archdeacon 602
Clergymen of the Additional Clergy Society . 611 & 612
House rent whilst employed in the Presidency Town of Bengal 613
—— of Madras and Bombay .. 615
Advances for building purposes . 617
Service Funds . 648 to 651

Travelling Allowance

Rates of— 618
Not allowed when a Chaplain proceeds to solemnize marriages 619
Rates of—when proceeding by sea 620
—— to families of Chaplains . 622 & 623
Not allowed travelling allowance from Bombay to Calcutta on first appointment if coming out from Europe 625
Rates of—when coming to the Presidency at the citation of the Bishop 626
—— when doing duty with a field force 627 & 628
—— when attached to the Camp of the Governor General 629
Visitation allowance of the Archdeacon . 630
Rates of—to the Domestic Chaplain to the Bishop of Calcutta 631
—— to the Bishops of Madras and Bombay . 632
—— to the Chaplain of Berhampore ... 633
—— do of Moulmein .. 634
—— do of Rangoon . .. 635
—— do of Prome 636
Roman Catholic Priests ... . 637 to 638
Conveyance allowance of Chaplains . 639

Leave of Absence

Furlough

Amount admissible 654
On Medical Certificate ... ... 656 & 657
Without Medical Certificate... 656

ECCLESIASTICAL OFFICERS—(*Continued*) *Paragraph*

Leave of Absence —(Continued)

Allowance 658
Subsidiary leave 661
Allowance on subsidiary leave 662

Special Leave

Conditions of— .. 659
Allowance 660

Privilege Leave

Conditions of— 663
Allowance . 664
House rent admissible to absentee as well as locum tenens 616

Application for Leave

How to be submitted .. . 666

Pensions

Entitled to £365 a year after 17 year's residence and 20 years service *if appointed after 11th January* 1854 and 15 years' residence and 18 years' service if appointed before 669
Invalid pension, before completing the requisite period of service ... 671
Reckoning of residence .. 668
Compulsory retirement after 25 years' service ... 67

EDUCATIONAL OFFICERS

(*See Uncovenanted Officers*)

ELECTRIC TELEGRAPH OFFICERS

(*See Military Officers*)

EXAMINATION LEAVE

(*See Respective Service heads*)

EXTRA ASSISTANT COMMISSIONERS

(*See Uncovenanted Officers*)

FAMILY REMITTANCE

(*See Respective Service heads*)

FOREST OFFICERS

(*See Uncovenanted Officers*)

FURLOUGH

(*See Respective Service heads*)

GEOLOGICAL SURVEY OFFICERS

(*See Uncovenanted Officers*)

	Paragraph
Governor General of India	
Salary of—	1
Passage money of—	3
Departure from India treated as resignation of appointment ..	4
If drawing pension when appointed, such pension to be deducted from salary	2
Provision in case of vacancy in office when there is no provisional successor	6
Salary of acting Incumbents ..	8
Governors of Madras and Bombay	
Salary of— .. .	9
Sumptuary allowance	10
Passage money	11
Entitled to travelling expenses if appointed in India	12
Provision in case of vacancy in office of— .	13
High Court Judges	
Salaries of—	35 & 36
Passage money .	37
Travelling allowance while on circuit duty	38 to 40
Persons eligible to be Judges of— ...	41
Furlough ordinary ..	44 & 45
—— on medical certificate . . .	48
—— on urgent private affairs .	49
Reckoning of Furlough	51
Subsidiary leave ...	52
Allowances . . .	53
Allotment of furlough . .	55
Privilege leave	56 to 58
—— cannot be taken in continuation of furlough ..	59
—— counts as service for pension ...	64
Absence in excess of leave ..	63
Barrister Judges of Chief Court Punjab *First* Judges, S C C, at the Presidency, Recorders, and Secretary to Legislative Council, subject to Judges Rules for leave . ..	67
Pension	
Of the Chief Justice, Calcutta	68
—— Puisne Judges, Calcutta	69
—— Chief Justice, Madras, Bombay or North-West Provinces .. .	70
Puisne Judges, ditto . .	71
Invalid pensions if compelled to retire before completing the requisite period of Service	72
Covenanted or Uncovenanted Judges receiving pensions under these rules not entitled to pensions under their respective Service Pension rules	73
Service how calculated in case of transfer or promotion from Madras, &c, to Calcutta	78 to 80
Hospital Assistants	
(See Medical Officers)	

HOUSE RENT — *Paragraph*

Not claimable in addition to Tentage . 282
Claimable if an officer proceeds in the Mofussil beyond two months and maintains a house . 283
Of Staff Corps officers at the Presidency ... 279
Of Medical officers 457
Of Telegraph officers . . 300
Of Survey officers .. 613
Of Chaplains at the Presidency 308

INSPECTORS GENERAL

Of Police —(*See Military Officers*)
Jails and Prisons —(*See Medical Officers*)

INSPECTORS OF SCHOOLS

(*See Uncovenanted Officers*)

JOINING TIME

(*See respective Service heads*)

JUDGES

Of the High Court —(*See High Court*)
Small Cause Courts —(*See Uncovenanted Officers*)

LAW OFFICERS

Allowed leave of absence under the Covenanted Leave Rules of 8th June 1855 .. 254
Not allowed any privilege that is denied to a Member of the Covenanted Civil Service 255

LEAVE OF ABSENCE

(*See Respective Service heads*)

LIEUTENANT GOVERNORS

Salaries 14
Allowed a furnished house at the seat of their respective Governments .. . 15
Furniture allowance . 16
Sumptuary allowance 17
Allowed six months' Medical leave . 18

MARINE OFFICERS

Pilots

Service Pilots ... 931 to 936
Licensed Pilots .. .. .. 939 to 942
Mess allowance 943
Family Remittance . . 937
Leave of absence 944
Pensions . .. .. 945 to 951

Engineers

Pay and allowances 953

MASTER ATTENDANTS

(*See Uncovenanted Officers*)

MEDICAL OFFICERS

Covenanted — *Salaries, &c.*	*Paragraph*
Salaries	456
House rent while at the Presidency . .	457
Full Batta rate of pay .	458
Unemployed pay . .	*ib*
If appointed before 7th November 1864 have the option to draw the *full batta* pay of rank in lieu of the consolidated salaries of appointments	459
Undergoing instructions in the chemical analysis of water Rate of pay of— . ..	460
Assistant Surgeon in attendance on the Lord Bishop, salary of—	461
Allowed to draw local allowances in addition to the warrant pay of rank . .	462
Performing the duties of Sub-Assistant Commissioners Allowance of	463
If appointed to the charge of a Civil Medical Station which under the classification is to be held by an Uncovenanted Medical officer, draw the allowances of 2nd class stations	465
Allowance of—whilst attached to the camp of the Lieutenant Governors	466
Service Funds	580 to 583
Acting allowance (*See Acting Allowance Code*)	
Uncovenanted	
Salaries of—	467
Allowance of—if appointed to the charge of a Medical Station, without holding any appointment	469
Allowance of—for performing the duties of Sub-Assistant Commissioners	470
Service towards periodical increments of pay how reckoned	472 & 473
Sub-Assistant Surgeons	
Classification and rates of pay ...	474
Pay as *Supernumeraries* until posted to an appointment .. .	475
Rates of pay on passing septennial examinations .	477
Pay if promoted to the rank of *Uncovenanted medical officer*	477
Allowed extra pay of Rs 50, if posted to the Punjab or British Burmah	480
Allowed extra pay of Rs 50 while attached to the Medical College as Assistant House Surgeons, &c ...	*ib.*
Subordinate Medical Establishment	
Divided into two classes —*Apothecary Class and Hospital Assistant Class*	486
Apothecary class—rates of pay . .	487
—— Field allowance	488

MEDICAL OFFICER —(*Continued*) *Paragraph.*

Salaries

Subordinate Medical Establishment

—— Staff allowance while attached to a Hospital, Dispensary, Arsenal or Military Survey Establishments 489
—— Rates of pay while employed in permanent Medical charge of Civil Stations 490
——Extra pay while employed in British Burmah . 495
—— House rent when not supplied with free quarters, provided they do not draw Civil consolidated salaries 496
—— Rates of furlough pay .. 498

Hospital Assistant class

——Rates of pay 490
—— Field allowance . 509
Hospital Assistants and Native Medical Pupils required to remain for a given period at some Medical College and pass a standard examination, &c . 501
Pay and allowances of students in training in the Medical Colleges how debited . 504
Native Doctors, transferred to the grade of Hospital Assistants how classified .. 505
Bengalee class or locally entertained Native Doctors—rates of pay . 509 & 510

Travelling Allowance

Covenanted

On first appointment to the Civil Department draw travelling allowance 515
—— on transfer from one appointment to another ... 516
Rates of, when proceeding on duty by sea . 517
—— when visiting public officers and establishments 518
—— when visiting Dispensaries . 520
—— when visiting Out-stations 521
—— when deputed into the interior of districts to report on epidemics 524
—— when superintending vaccine operations 526
Rates of, in British Burmah, Punjab and the Straits Settlements 527
Surgeon of the Central India Agency—rate of— ... 529
—— Turkish Arabia . . 530
—— Rajpootana Agency 531
Inspector General of Jails in Bengal—rate of— 532
—— N W Provinces 533
—— Punjab, Central Provinces and Berars 534
—— British Burmah ... 535
Inspector General of Fisheries 543
Sanitary Commissioner, Oudh 536
Sanitary Commissioner of a Province draws the same rate as Inspector General of Prisons . 537
Sanitary Commissioner with the Government of India 539
Superintendent of Vaccination, Darjeeling and Ranchee Circle . 540
—— Metropolitan Circle, Bengal .. 542

MEDICAL OFFICER—(*Continued*) *Paragraph*

Travelling Allowance

Uncovenanted

Rates of— 544
Sub-Assistant Surgeons on first appointment 545
——When attending upon Public Officers and Establishments . 546
—— On transfer of appointments 547
——When in temporary charge of Civil stations 548
——When superintending vaccine operations in the Sonthal Pergunnahs ... 549
——Ditto ditto at Darjeeling 550
——When employed in the Vaccine Department at Calcutta .. . 551
——When employed in the Metropolitan circle as Deputy Superintendents of Vaccination 552
—— When called upon to afford medical aid to the pupils of a Normal School 553
—— Not entitled to travelling allowance when proceeding to pass septennial examinations 554

Hospital Assistants

—— On transfer of appointment . 555
—— Allowed free passage when proceeding to pass examination, provided examination is passed successfully . .. 556
—— Draw a conveyance allowance at Rs 10 when affording medical aid to pupils of a Normal School 558
—— Draw 4 annas a mile when required to travel by Dak or when employed in the interior of districts 559
—— Rate of when attached to Survey Parties of the Geological Survey of India 563
Native Medical Pupils receive a free passage when proceeding to and from Medical College, and when joining appointments 563
Vaccinators, employed in the Calcutta circle—rates of— . . 564
—— When deputed into the exterior on the outbreak of small-pox 565

Leave of Absence

Covenanted Medical Officers ... 566 to 573
Furlough pay—rates of— .. 574
Subordinate Medical officers of the Warrant grade allowed leave under the Military Furlough Rules . 577
Allowed Privilege like Warrant officers . 578
Hospital Assistants not entitled to privilege leave, but are allowed leave like Non-Commissioned officers of the Native Army 578
Medical Pupils not allowed any pay during absence 579

MEMBERS OF COUNCIL

(Executive Council) of the Governor-General .. 19 & 20
Of the Governor of Madras or Bombay ... 22
Passage Money 21

	Paragraph
Members of Council—(*Continued*)	
Allowed six months' Medical leave once during term of office	23
Cannot quit India on privilege leave without vacating office	24
Provison in case of vacancy in office of— ...	26
Acting Allowance of Officiating Members .	26 and 249
Travelling allowance when required to proceed with the Governor-General to Simla ..	25
Provisional Members	27
Official Additional Members of the Governor-General's Council for making laws	28
——Draw actual travelling allowance when joining the Council ...	32
Native Additional Members...	33
Military Officers	
Salaries, &c	
Military pay and allowances of—	258
—— of the Invalid Establishment ..	262
If drawing any pension while employed in the Civil Department the pension merges into salary .	264
——Exception to the above rule	266
Holding appointments laid down in the table of staff salaries, treated like officers of the Staff Corps .	267
Dismissed the service, draw subsistance allowance for six months	268
Suspended as a punishment receive no pay	269
In Civil employ draw entire allowances in the Civil Department—exception to the rule	270
Of the Staff Corps——not entitled to pay in excess of Staff Corps pay—exception to the rule	276 & 277
Attached to the Military Secretariat draw acting allowance under Military Rules	278
Limitation of Service ..	310
Acting Allowance (*See Acting Allowance Code*)	
House rent	
In the Staff Corps employed at the Presidency—rate of—	279
Employed in the Public Works Department—rate of—	291
An officer drawing house rent and occupying public quarters, to pay rent to the Public Works Department for such quarters	284
Scale of rent charged for occupying public quarters	286
Tentage cannot be drawn in addition to house rent ..	282
Cantonment Magistrates, salaries and grades of—	289
—— of Morar and Mhow	290
Telegraph Officers	
Classification and pay of—	292
Signallers and Telegraph Masters	293
Probationers	296
Acting Allowances—Rules of— ...	297
House rent—rates of	300

MILITARY OFFICERS —(*Continued*) *Paragraph*

Pegu allowance 302
Exposure allowance . 303
Grain allowance .. . 304

Survey Officers

Rates of pay of the Trigonometrical, Topographical and Revenue Departments 305
—— House rent 308
Local rates while employed in Assam 307
Deputy Commissioners . } Pay of— ... 309
Assistant Commissioners . }
Service Funds .. 448 to 453
Family Remittance 454

Travelling Allowance

When forced to travel on the public service—rates of— 312
Allowed travelling allowance for joining appointments in the Civil Department for the first time 313
—— when sent to officiate at a distance ... 314
Not allowed—when proceeding to pass examinations in the Native languages 315
Allowed—when proceeding to pass departmental examinations . .. 316
Not entitled to free passage by sea when proceeding on leave to the port of embarkation .. 318
Rates of free passage by sea . 319
—— by River steamers 320
Not entitled to travelling allowance if salary is Rs 23,000 a year for going into the interior 321
Rates of—Police officers .. . 322
—— General Superintendent of Thuggee 323
—— Assistant ditto ditto ... 324
—— Accountant General, P W Department . 325
—— Inspector General of Irrigation and Military Works 326
Deputy Commissioners . .. 327 to 334
—— Assistant Commissioners ... 335 to 341
—— Cantonment Magistrate of Gwalior .. . 342
—— Survey officers—Trigonometrical . 343
Topographical . *ib.*
Revenue .. *ib*
—— Telegraph officers . 344 to 375

Leave of Absence

Furlough ... . 387 to 392
—— on urgent private affairs for six months . 393
Short furlough to Military officers in Civil employ in India 394
Extensions of furlough beyond 2 years .. . 396
Free passages when proceeding on leave . . 399
Reckoning of furlough 401

MILITARY OFFICERS—(*Continued*) *Paragraph*

Leave of absence

Applications for furlough ... 402
Subsidiary leave 403
Payment of furlough allowance . 404
Last pay certificate . 406
General Leave on private affairs and sick Certificate in India ... .. 410 to 413
Privilege leave . 414 to 417
—— while in Civil employ 418
Subsidiary Rules . . 419
Examination leave ... .. 421 to 423
Joining time 424
—— Not allowed to draw pay in the Civil Department until actually taking charge of duties 425
Furlough rules of 1854 . 426 to 433
Medical leave ... . 434 to 436
Leave within Indian limits . 437 & 438
Warrant and Non-Commissioned Officers 439 to 447

MINISTERIAL CLERKS

(*See Uncovenanted Officers*)

MOONSHIFFS

(*See Uncovenanted Officers*)

NATIVE DOCTORS

(*See Medical Officers*)

NATIVE SURVEYORS

(*See Military Officers Survey Officers*)

NON-COMMISSIONED OFFICERS

(*See Military Officers*)

OPIUM AGENTS

Travelling allowance of— ... 758
Sub-Deputy Travelling allowance of— 757

PASSAGE MONEY

(*See respective Service* heads)

PENSIONS

(*See respective Service* heads)

POLICE OFFICERS

(*See Military Officers*)

POLITICAL OFFICERS

(*See Covenanted Civil Servants*)

POSTAL OFFICERS

(*See Uncovenanted Officers*)

PRESBYTERIAN CHAPLAINS

(*See Ecclesiastical Officers*)

PRESIDENCY HOUSE RENT — *Paragraph*
(*See Military Officers*)
PRIVATE AFFAIRS LEAVE
(*See respective Service heads*)
PRIVILEGE LEAVE
(*See respective Service heads*)
PROTECTOR OF EMIGRANTS AND LABOURERS
(*See Uncovenanted Officers*)
RECORDER OF RANGOON
Obtains leave of absence under the High Court Judges Rules 67
Entitled to pension of £750, £500, and £300 a year after 12, 9 and 7 years' service 866
RESIDENCY SURGEONS
(*See Medical Officers*)
REVENUE SURVEY OFFICERS.
(*See Military Officers Survey Officers*)
REWARDS
For passing in the languages
(*See respective Service heads*)
ROMAN CATHOLIC PRIESTS
(*See Ecclesiastical Officers*)
SECRETARIES TO GOVERNMENT
(*See Covenanted Civil Servants*)
SECRETARY TO THE LEGISLATIVE COUNCIL OF THE GOVERNOR GENERAL
Obtains leave under the High Court Judges Rules 67
——pension like the Recorder of Rangoon .. 866
SESSION JUDGES.
(*See Covenanted Civil Servants*)
SMALL CAUSE COURTS
Judges (*See Uncovenanted Officers*)
SUB-ASSISTANT SURGEONS
(*See Medical Officers*)
SUB-DIVISIONAL HOUSE RENT
Rules for the grant of— 699
SUB-DEPUTY OPIUM AGENTS
(*See Uncovenanted Officers*)
SUBSISTENCE ALLOWANCE.
Of Covenanted Civil Servants ... 67
Of Uncovenanted Officers 67

SURGEONS — *Paragraph*

(See Medical Officers)

SURVEY OFFICERS

(See Military Officers)

TABLE MONEY

Is deducted when a free passage is granted ... 126

TEHSILDARS

(See Uncovenanted Officers)

TELEGRAPH OFFICERS

(See Military Officers)

TENTAGE

Cannot be drawn in addition to house rent .. 282

THUGGIE

General Superintendent (*See Military Officers*)

TOPOGRAPHICAL SURVEY

(See Military Officers—Survey)

TRAVELLING ALLOWANCE

(See respective Service heads)

TRIGONOMETRICAL SURVEY

(See Military Officers—Survey)

UNCOVENANTED OFFICERS

Salaries, &c

No person to be appointed a member of the Uncovenanted service after the age of 25 years If so appointed his pension how to be regulated 672

No person to be appointed without a certificate that he has no disease, &c . . . 673

Subsistence allowance during suspension, rules of— 674

When committed to prison how treated . 675

Resorting to the Insolvent Court, to be deemed to have forfeited appointments .. 677

Procedure when judicially convicted of any offence 676

Rewards for passing in the Vernacular languages 678 & 679

Officers of the Account Department—classification of— 680

—— appointments to the sixth class how made 681

—— in fifth and sixth classes—examination of— 682

—— failing to pass the lower or higher departmental examinations after certain periods how treated 684

Officers of the Forest Department—appointment, promotion, rules of— ... 689

—— Geological Survey Department 690

Subordinate Judicial and Executive services ... 693

Extra Assistant Commissioners ... 694

Sub-Deputy Opium Agents .. . 694(*a*)

Officers of the Education Department—salaries of— 695

UNCOVENANTED OFFICERS—(*Continued*) *Paragraph*

Salaries (Continued)

—— Encouragement for the study of the Oriental languages—rules of— .. 697
Postal Department—officers of the— ... 698
Rules for Sub-divisional House rent .. 699
Acting Allowance (*See Acting Allowance Code*)

Travelling Allowance

Rates of, when forced to travel on the public service 700
Allowed travelling allowance when sent to officiate in a higher appointment 701
Allowed a free passage on first appointment if they cannot join it except by sea . 702
Allowed travelling allowance for joining appointment on promotion if its salary does not exceed by Rs 50 the salary of the late appointment, provided they do not receive more than Rs 400 .. 703
Allowed travelling allowance for joining first appointment after abolition of office ... 704
Allowed travelling allowance for attending Agricultural Exhibition ... 708
Rates of free passage by sea . . 705 & 706
Not allowed travelling allowance for proceeding to pass departmental examination more than twice 707
Rates of—when attending examinations as members of Divisional Committees 709
Not allowed to charge for ferry tolls in addition to mileage rates . 712
Class of accommodation when travelling on duty by rail 713
Rates of—of officers of the Account Department . 714 & 715
—— Inspector of Local Account offices ... 716

Educational officers

—— Directors of Public Instruction .. 717 to 720
—— Inspectors of Schools . .. 721 to 727
—— Deputy and Sub-Inspectors of Schools 728 to 730
—— School Masters in the Punjab ... 733
—— Judges of Small Cause Courts . 734
—— Subordinate Judges . 735
—— Deputy Magistrates and Deputy Collectors ... 736 to 738
—— Commissioner of the Soonderbuns ... 739
—— Personal Assistant to Commissioners . 740
—— Extra Assistant Commissioners ... 741 to 746
—— Tehsildars . .. 747 to 750
—— Collectors of Customs 751
—— Assistant Commissioner of Customs, Oudh ... 752
—— Customs Patrols . .. 753
—— Forest Officers . ... 754 & 755
—— Postal Officers 756
—— Opium Agents 757
—— Sub-Deputy Opium Agents . 758
—— Surveyor of the Benares Opium Agency . 759
—— Geological Survey Officers . 761 & 762
—— Recorder of Rangoon . . 763
—— Government Advocate, Punjab 764
—— Deputy Registrar, Chief Court, Punjab ... 765

UNCOVENANTED OFFICERS — (*Continued*) *Paragraph*

Travelling Allowance —(Continued)

—— Sub-Registrar of Assurances 766
—— Meteorological Reporter—Bengal 767
—— Observers 768
—— Superintendent of Stamps and Abkaree, Oudh 769
—— Marine officers (Master Attendants, &c) .. 771 & 772
—— Conservator and Assistant Conservator of the Port of Chittagong 774
—— Protector of Emigrants and Labourers .. 775 to 779
—— Ministerial Officers and Clerks .. ... 780 to 789

Leave of Absence

Preliminary—Definitions 790
Leave on Medical Certificate .. . 792
Allowance 793
Leave on private affairs 794
Allowance 795
Furlough 796
Allowance 797
Leave without allowance 798
Subsidiary leave 799
Allowance 800
Privilege leave ... 801
Leave on private affairs and furlough, cannot be taken in continuation of any other leave, and if medical leave be taken in continuation of privilege or private affairs, the whole is treated as medical leave . 802
Absence without leave involves loss of appointment 803
Applications for leave ... 804
Examination leave 804*c*
——— of Officers of the Survey Department ... 804*d*

Pensions

CIVIL PENSION CODE TO WHOM APPLICABLE 806

Qualifying Service—1ST CONDITION.

Must be entirely under Government ... 817
Service paid from an Establishment or contract allowance does not qualify . 818
Cases in which service under an employer to whose position Government has succeeded, qualifies 820
Service paid from the household allowance of the Viceroy or any Governor or Lieutenant Governor does not qualify 819
Qualifying Service—2nd condition—must be in a substantive appointment or a permanent establishment 821
Cases in which temporary service qualifies 822, 823 & 825
Section-writers paid for piece work are considered as belonging to permanent Establishment, if not employed casually and if during the last 72 months of their service they were attached to one Office for 24 months 824
Service in the Settlement and Survey Departments how treated 826

UNCOVENANTED OFFICERS —(*Continued*) *Paragraph*

Pensions —(Continued)

Qualifying Service—3rd Condition—service fulfilling the first two conditions qualifies or not according to the source from which it is paid . . 827
Qualifies if paid from General Revenues .. 828
Revenues of Hydrabad Assigned Districts and of Mysore how treated 829
Contributions from Railway Companies or from Local Funds towards Establishments maintained by Government are treated as general revenues . 830
If paid from Local Funds does not qualify 831
Cases in which Local Fund Service qualifies 832 to 834
Service paid from funds which Government holds as trustee does not qualify 835
Service paid *only* by fees does not qualify 836
Service paid by the possession of a tenure of land does not qualify 837
Officers lent to Native States and Municipalities—rules for . . . 838 to 840
Service—Superior—defined 843
——— Inferior „ 842
Periods of leave and suspension
Leave other than privilege and preparatory, does not reckon as superior service 845
—— authorized, in inferior service, qualifies ... 846
Time passed under suspension how treated 847

Forfeiture of Past Service

Break in the continuity of service entails . 848
Resignation of appointment or removal on account of misconduct or inefficiency entails 849

Conditions of Award of Pension and Gratuity

Compensation pensions, &c. 851
Invalid pensions, &c 853
Superannuation pensions 857
Retiring pensions ... 858
Medical Certificate of incapacity by whom to be attested . 854

Amount of Pension and Gratuity

For Superior Service—After less than 15 years' service, and after 15 years and less than 25 years 860
After 30 years 862
Cases in which the prescribed limits are not observed 863
Cases in which certain privilege as to length of service, are allowed 865
For Judges of the Chief Court, Punjab, First Judges of Small Cause Courts at the Presidency, Recorder of Rangoon and Secretary to the Council of the Governor General for making Laws ... 866
For Superior Service 867
——— partly superior and partly inferior how treated ... ... 868 & 869

UNCOVENANTED OFFICERS —(*Continued*) *Paragraph*

Pensions

Calculation of Pension and Gratuity

Meaning of "Pay" and "Average Emoluments" ... 870

"Emoluments" of what descriptions of allowances they consist .. ... 871 & 872

Applications for Pension and Gratuity

Service book to be kept by every non-gazetted officer 873

Applications from non-gazetted officers how submitted and how dealt with ... . 874 to 876

—·— from Gazetted officers ... . 877 & 878

Form of applications . .. . 411 to 415

Power of Local Governments and of the Government of India ... 879 to 882

Procedure of the Authority sanctioning any pension payable in India 883

Procedure observed by the Accountant General on receipt of sanction . 884

Pensioners to appear in person to take their pensions 886

—— to append a Certificate to their Bills that they do not hold any general appointment .. 887

Place of payment ... 889

Local Government can transfer payment of pensions from one treasury to another 891

Lapse and forfeiture of pension

If undrawn for more than six months ceases to be payable, unless under orders of the Local Government obtained through the Accountant General 892

If undrawn for two years, lapses to the State, and cannot be renewed without the order of the Government of India 893

Commutation of Pension—rates of— ... 895

Re-employment of the pensioner and persons who have obtained gratuities—rules of— .. 896 to 900

Special rules for the Police 901

Municipal and Railway Police 902 & 903

Amount of pension or gratuity of Police officers ... 908 to 911

Verification of Service .. . 913

Power of sanction 914

Manner of payment 915

Extraordinary pensions .. . 916 to 923

Military service .. 924

Mutiny pensions 925

Pension rules of 1831 ... 926 to 930

UNCOVENANTED MEDICAL OFFICERS
(*See Medical Officers*)

UPPER SUBORDINATES OF TELEGRAPH DEPARTMENT
(*See Telegraph Officers*)

VACCINATORS
(*See Medical Officers*)

WARRANT AND NON-COMMISSIONED OFFICERS
(*See Military Officers*)